

**TOTS 'N' TYKES
Private Day Nursery**

**3-5 Wesley Square
Pudsey
Leeds
LS28 7AB
Telephone 0113 2555516**

**Proprietors – CJ & L MAUGHAN
Nursery Manager – Yona Smith
ESTABLISHED 1990**

**Members of the National Day Nurseries Association.
Working towards the Quality Assurance Accreditation Scheme.**

Introduction

Established in 1990 Tots n Tykes is a small friendly single site nursery set in the heart of the Pudsey community. We pride ourselves on our longstanding service to children and families in Pudsey and the surrounding areas

Registered by Ofsted to care for 47 children aged 0-5. We have 2 rooms, one for our Little Tots (which also has a small cosy baby unit) and one for our Big Tykes.

Open 7.30am – 6.00 pm Mon – Fri 51 weeks per year (excluding bank holidays and 1 training day), we are dedicated to high quality provision, with an Early Years Professional leading a team of highly qualified staff .

We adhere to the Early Years Foundation Stage Curriculum – using a child centered play based approach, with personalized planning and learning.

Our qualified cook prepares delicious healthy meals and snacks on site using locally sourced produce. We can also cater for individual dietary requirements.

We hold regular events throughout the year including parents information evenings .

There are excellent security measures in place including CCTV and video door entry systems

The nursery was last Ofsted inspected in January 2015

This report is available on the Internet at www.Ofsted.gov.co.uk

You can download this report from our website www.totsntykes.co.uk

Tots 'N' Tykes Nursery Ethos

At Tots 'N' Tykes we believe that all children should feel secure and loved in a welcoming environment surrounded by sensitive practitioners who care for their well being.

We believe that all children have a voice that needs to be and should be heard and that practitioners give the children the time and space they need to communicate their thoughts, feelings and ideas. We have therefore created a listening culture.

Children are involved in all decisions that directly affect them from menu planning to the layout of the environment.

We believe that our children of today are the future of tomorrow and should therefore be included in any plans for the future.

"We acknowledge that young children are competent and active participants in their familiar and social surroundings and therefore have the opportunity to express their views and opinions"

(Y.Penny Lancaster 2003:3)

Quality Awards

We are proud to announce that we have been awarded Millie's mark demonstrates our commitment to going above and beyond the minimum requirements for keeping children safe. It shows that all staff working directly with children not only hold a paediatric first aid certificate but that they are also competent in how to apply this in practice.



Nursery Rooms

Baby/Toddler Unit

The nursery is divided into two sections. Downstairs being the Baby/Toddler unit for children aged three to thirty six months. Here our dedicated and caring staff work as a team to care for the children.

The children can participate in many activities and are encouraged to handle books at an early age. We have a special messy playroom where the children can experience many creative activities such as sand, water, paint and even jelly and spaghetti play.

The unit has its own quiet sleep room where the smaller babies can sleep away from the bustling noise of the children playing.

The unit is well equipped with a wide variety of resources to support your child in his/her development.

Pre-School Room

As your child reaches the age of two years six months – three years we will start to introduce them to the pre-school room. This room is a large open plan room. Set out with different areas e.g. construction, home corner, music, computer, sand and water play etc; the children are free to choose where they would like to play both indoors or outdoors.

Throughout the day your child will be encouraged to make decisions for him/her through our free flow play structure with our dedicated staff team.

Once your child reaches three, the term after their third birthday they will be entitled to receive a nursery education grant, which covers 15 hours per week during the term time. The setting is committed to the Early Years Foundation Stage which sets standards to ensure all children can learn and develop whilst being kept healthy and safe

Settling in

Starting nursery is a big step for both parents and children. Your child will need to feel happy and safe in their new environment.

Right from the start we encourage parents to visit with their child, taking time to talk to the staff, getting to know us, and us to know your child. Settling in sessions are very important for your child and your peace of mind, these will be arranged for you once you have enrolled your child at nursery.

We foster an excellent partnership with parents and wish to work together with you and your family. We are always available for advice or a friendly chat.

Outdoor play

The setting offers continuous outdoor provision. Children are free to access the outdoor areas to play and explore whatever the weather. We provide appropriate outerwear in very wet / cold conditions.

Our pre-school area has been designed to offer children exploration through their natural senses and we have made it as naturalistic as possible. Work is underway to include some forest school activities for the pre-school children at a nearby location where they will be able to explore the natural environment in much more detail and develop an understanding of our living world

We also provide a wide range of out-door equipment such as bikes, balls, den making, transient art etc and it is here the children develop social skills by learning to share and take turns. Here they can also use their ideas and test their theories with large construction using logs / crates / tubes etc

Security

The outside of the nursery is enclosed by brightly coloured railings with gates and these are securely locked when your child is playing outside.

We also operate safety measures on point of entry with security locks and spy-holes; this means that no-one can enter the building until a member of staff opens the door.

The setting has video door entry systems in place in the office and pre-school. We are also protected by CCTV

Car park

The nursery has 21 car parking spaces in the car park to the rear of the nursery. Access to the car park can be gained from Mount Pleasant Road.

Advance Booking Policy.

It is the policy at Tots 'N' Tykes to take advanced bookings, however the following rules apply.

1. You commence payment from the original booking date regardless of the actual start date.
2. If you need to change your booked sessions, you must do so at least three months prior to your start date otherwise you will be liable to pay for your initial booking for a period of three months, to allow the nursery time to sell surplus sessions.
3. Cancellation of pre-booked places up to two months prior to the commencement date will result in a loss of deposit only.
4. Cancellation of pre-booked place within two months of commencement date will result in a charge being made equal to two months nursery fees, charged at the rate of the original booking.

We agree to above terms and conditions and enclose a deposit of £

For (name of child)..... to commences your nursery on
(date)

Singed

1st Parent/guardian.....

2nd

Parent/guardian.....

Settling children/families into the Nursery

1. Transition at any point in life can be difficult. The setting aims to provide a settling in routine sensitive to each family and child. Settling in programmes will be tailor made to meet the needs of the whole family and make the transition process as smooth as possible. Our aim is to integrate the whole family including the extended family into nursery life. We will discuss your settling in requirements with you on enrolment.
2. Once you have enrolled with us we will issue you with an "all about....." to support you and your child settling into the nursery, we will ask you to provide photographs which may include extended family, pets and friends so we can put together an "all about me" book. We can use this to ensure there is familiarity for your child within the setting, we aim for these to be in place prior to a child's first visit.
3. Your visits are tailor made to suit you and your child. During your visits you will be given opportunity to chat with your child's key-worker and other practitioners within the room. You will be able to give your key-worker information about your child, including routines at home, likes, dislikes etc. We will also discuss with you what your child can do or likes to do at home. We will try to follow any routines you have established at home within the setting. This will all be recorded in the "all about....." booklet.
4. It is our policy that, as far as possible, nursery sessions should run in the normal way when the parent or carer is present. The parent or carer should be able to see the regular pattern of what happens during the day, how practitioners cope with anything unexpected and in particular they should be able to see the level of care received by all children in the nursery.
5. Where there is difficulty settling a child we will extend the visits and introduce home visits by the keyworker.
6. When a child starts nursery we are happy to receive telephone calls from parents or carers at all times. We fully understand that parents and carers are concerned about their child's welfare and are likely to feel upset at leaving him or her in someone else's care. We will do everything to support parents as much as we can.
7. If a child remains very unsettled it is the policy of this nursery to call the parent or carer and arrange a meeting to discuss various strategies that may alleviate this.
8. Six weeks after your child has started nursery you will be offered a one to one meeting with your child's key worker or the nursery manager to discuss how you and your family are settling into nursery and discuss any concerns, questions and your child's progress to date.

Reviewed June 2012
Review Date June 2015
Reviewed October 2016
Review due October 2018

Tots 'n' Tykes Curriculum

Within the nursery, all children are supported in developing and learning at their own pace. We do this by providing a variety of developmentally appropriate activities and experiences tailored to meet the needs and interests of each individual child.

Children are encouraged to be creative thinkers, testing out their own ideas and theories by way of a play-based programme.

Personal, social and emotional development

Within this environment, children are individually supported in developing their self-esteem and confidence and effectively establish relationships with both adults and their peers. They are encouraged to work and concentrate independently and as part of a larger group, and to share a part of life in nursery.

Children are encouraged to be sensitive to the needs and feelings of others and have a respect for people of other cultures and beliefs.

They will learn to share and to co-operate with other children and adults and to express their own feelings and to behave in an appropriate way

Communication and language

In both small and large groups, children are encouraged to extend their vocabulary and fluency by talking and listening and by hearing and responding to stories, songs and rhymes.

From a very early age children will be encouraged to access a variety of media to support early language development.

Children will be encouraged to discuss both past and future events, developing their own narratives to connect ideas.

The language rich environment supports children's early communication and language skills

Literacy

From very early on children are helped to understand that written symbols carry meaning – to be aware of the purpose of the meaning of writing and when they are ready, to use drawn and written symbols for themselves. We have a wide variety of books in our book corner to encourage the children to become familiar with them, to handle them carefully and understand how they are organised. They will begin to understand that pictures carry meaning and that print is read from left to right and top to bottom in English. Children will begin to link particular sounds with letters, using their phonic abilities to decode words.

Mark-making is encouraged throughout the setting using a variety of different media to allow children to practice their writing skills and become emergent writers.

Physical development

A range of equipment and opportunities, both in and outdoors allow children to develop confidence and enjoyment in the development of their physical skills. Children will be encouraged to move freely between indoors and outdoors where differing physical challenges will be met. Development and movement play sessions, and dance sessions allows the children to move independently, and become spatially aware.

Throughout the curriculum we encourage a healthy lifestyle so children quickly become aware of the need to keep healthy and safe and here they gain a greater understanding of the need for managing their own basic hygiene needs.

To develop fine motor skills children are encouraged to use tools, including pens and pencils, and to handle small objects with increasing control.

Mathematics

During the everyday activities at nursery, mathematical language is used i.e. in front of, behind, bigger, smaller, square etc, which describes size, quantity, shape and position. By means of adult supported practical experiences, children become familiar with the sorting, matching, ordering, sequencing and counting activities, which form the basis for early mathematics. They are encouraged to use numbers on a day to day basis counting up to twenty and using larger numbers from their everyday lives. As they use their developing numerical understanding to solve practical problems, children are assisted to learn and use the vocabulary of mathematics, identifying objects by shape, position, size, volume and number. As an aid to developing these skills, songs, games and picture books are used so that children become aware of number sequences from an early age, and when they are ready, to use simple mathematical operations such as adding and subtracting

Expressive arts and design

Children are encouraged to express themselves in a variety of ways using their own imaginations, representing their thoughts and ideas through design and technology, art, music, dance, role play and stories.

Our creative area provides for exploration of colour, shapes and texture and the development of skills in painting, drawing, collage and model making. Here children are encouraged to explore various media.

Children join in and respond to music, stories and dance throughout the day. Role- play threads throughout the setting, children supported by responsive practitioners will be encouraged to express themselves, their own thoughts and ideas and become creative thinkers.

Understanding the world

Children are encouraged to discuss their environment, families, and past and present events in their own lives. We celebrate different festivals and celebrations of the world throughout the year, so that children begin to have an understanding of similarities and differences between themselves and others among families, communities and traditions.

Children begin to compare their environment and gain a deeper understanding of how environments may vary. They explore a variety of natural and manufactured materials and gain a deeper knowledge of living things such as animals and plants and are encouraged to ask questions to gain information about why things happen and how things work.

A wide range of technological resources throughout the setting allows children to explore and develop skills in this area.

Calendar 2018

Training Day

Thursday 9th August

March

Closed Good Friday 30th – all day

April

Closed Easter Monday 2nd – all day

Re-open Tuesday 3rd 7.30am

MAY

Closed May day Monday 7th

Re-open Tuesday 8th at 7.30am

Closed Spring bank Mon 28th
Re-open Tuesday 29th at 7.30am

AUGUST

Closed Monday 27th all day

Re-open Tuesday 28th 7.30 am

DECEMBER

Close Monday 24th **1.00pm**

Re-open Wednesday 2nd January 2018 - 7.30 a.m



Terms and conditions

Your child is being cared for and educated during his/her most formative years and in order to maintain the high standards of the nursery, it is important that parents/carers read the following regulations and adhere to them.

All fees will be payable in advance by monthly standing order, Voucher or Debit Card. **Credit card payments incur additional charges.**

All absences will be charged at the usual rate. It is important that the nursery is notified if your child is to be absent.

Fees are calculated over 51 weeks and calculated to give 12 equal monthly payments.

A copy of your child's birth certificate will need to be taken prior to your child commencing their nursery place.

The nursery operates a no smoking policy.

Mobile phone use is forbidden within the setting.

The management reserves the right to refuse any application without question.

The nursery conforms to Fire Service and Environmental Health regulations and is registered by Ofsted.

The setting only allows a child's own parent to collect at the end of each session unless you have notified otherwise.

Clothing and personal property, valuables etc: Articles left in nursery are left at the owners own risk, we hold no responsibility for lost or damaged articles.

We can administer prescribed medicines with parental consent.

If your child becomes unwell whilst at nursery we will contact you on the phone numbers provided.

You must inform us if contact details, addresses change during your child's time with us.

PTO

The nursery reserves the right to administer first aid treatment or remove a child to hospital in an emergency.

Please exercise great care when using our official car park, which is situated at the rear of the building. People using the car park do so entirely at their own risk, and the nursery accepts no responsibility for injury, damage or loss to persons, vehicles or property. You will be issued with a parking permit on enrolment.

To secure a nursery place, the first weeks payment is required as a deposit, this is non-returnable and will be deducted from your final invoice.

One month's notice must be given when removing your child from nursery. Upon failing to do so I agree to pay one-months fees.

- I agree to abide by the above rules and regulations. Date.....
- 1st Parent's Signature.....Print name.....
- 2nd Parents Signature.....Print name.....

Nursery Fees 2018-2019

	Under 3's ** all additional services included	
Daily	8.00 – 6.00	£47.50
Early Start	7.30 – 8.00	£2.15
Morning	8.00 – 1.00	£29.00
Afternoon	1.00 – 6.00	£26.50
Extra hour's H/R	Per-Hour	£5.75
	3 years and upwards (full days only) all additional services charged separately.	
Daily	8.00 – 6.00	£42.50
Early start	7.30 – 8.00	£2.15
Additional services	8.00- 6.00	£5.00
Past 6pm	For every 15 minutes late	£10.00

**** Additional Services :** These are services supplied over and above the requirements of the Early Years Foundation Stage. The list is exhaustive but includes: meals, snacks, drinks, special events, Christmas parties/presents, suncream etc.

Fees are calculated monthly and include payment for all nursery closures such as Bank Holidays and Staff training days The nursery is open throughout the year except for Statutory Bank Holidays, and from 1pm Christmas eve through to the First working day the following January .Fees are charged for 51 weeks per year, all nursery closure days are charged for except the week between Christmas and new year.

One month's notice in writing is required should you wish to terminate your place.

A non-refundable deposit equivalent to 1 weeks fees is required to secure a place at the setting. This is retained and returned on your final invoice.

We do accept bookings up to 6 months in advance (see advance booking policy)

Payment preference form

All fees must be paid to the nursery in advance on the 1st day of the month.

The preferred method of payment is by standing order but we do accept most childcare vouchers and debit / credit cards. Unfortunately if payment is not received by the 7th of the month we will have to suspend your place until full payment is made. This may lead to your place being terminated.

When paying by standing order or childcare vouchers could you ensure you quote your child's name on the reference.

All vouchers that arrive after 7th month will be deemed as payment towards the following months fees.

Please indicate below your preferred payment method.

Method of payment	Commencement Date	Name of voucher company	Amount
Childcare voucher			
Childcare voucher			
Standing order			
Debit card			
Credit card			

Details of Immunisations/Injections
Allergies/Food Intolerance
Disabilities

Please state your child's immunisation status by completing the form below. This information is confidential and will not be given to any other source.

Immunisation/injection	Date given
Date of MMR if given	

Please advise us of any special requirements/needs your child has below.

Allergy/food intolerance	Disability
	Any special equipment required

Permission slips

I authorise the setting to administer Calpol or any prescribes medication by the doctor

Signed (parent/carer)

Date:

I give consent for my child to have sun cream provided by the nursery and applied when required. Min factor 30 max factor 50. .

Signed (parent/carer)

Date:

Alternatively you can provided your own sun cream, please ensure this is clearly labelled.

Signed

Date:

I give consent for my child to go on accompanied local walks into the community

Signed (parent/carer)

Date:

I give consent for photographs to be used as a record of my child's achievements within their learning journal

Signed (parent/carer)

Date:

I give consent for my child's photograph to be used in promotions such as advertising in local papers and on the nursery web site/facebook page

Signed (parent/carer)

Date:

I give consent for my child to be video recorded in events such as sports day and the Christmas show

Signed (parent/carer)

Date:

I authorise the setting to administer emergency first aid or seek medical attention if required to do so

Signed(parent/carer)

Date:

I will supply the following barrier cream and give my consent for its application.

Signed (parent/carer)

Date:



Private Day Nursery

EYLog Registration and Consent

Child's Name: _____ Date of Birth: _____

I have read the information about the eyLog system and understand that by signing this consent form I will receive an email message and will be able to log in and see observations of my child. These observations may include photographs, video clips or audio recordings.

I hereby give consent for my child to be photographed/videoed for record-keeping purposes and for the use of Early Years Professionals at Tots 'n' Tykes Leeds LTD.

I understand that there may be group photographs/videos that incorporate images of my child and other children and teachers. I agree that these photographs/videos may be used in other children's learning journeys. To protect and respect privacy, I agree not to use/upload/share the photographs, videos and audio recordings involving other children on public web-sites such as social media websites and may not utilise information from my child's learning journey for purposes other than understanding the development of my child.

The Tots N Tykes policy on photographs/videos covers this in more detail which you can access in the Policies Folder located at Reception.

I agree that my child's observations, learning journey, reports and other documents created through eyLog can be stored on eyLog's systems. I agree to log in using only the personal log-in provided to me. The following email address(es) can be used to send me notifications through the eyLog system.

Your Name	Your e-mail ID	Relationship to the child	Your Signature

Methods of payment

Working Families Tax Credits

Many parents are entitled to apply for working families tax credits. We have enclosed a leaflet that explains tax credits and other financial help you may be entitled to.

Nursery vouchers

At Tots 'N' Tykes we accept nursery vouchers from many different schemes. The nursery vouchers are a Tax benefit scheme that many organisations are offering their employees. Please ask for further details

Funded Early Education Entitlement

All three year olds in Leeds are entitled to a free nursery education place the term after their third birthday. The funding entitles children to a universal 15hrs of free education per week over 38 weeks per year. Parents who meet certain eligibility criteria may be entitled to 30 hours. Please visit www.childcarechoices.co.uk Nursery education sessions are available as follows

Full days – 8am-6pm

The setting will claim the funding from Leeds City council and this will be deducted from your nursery fees.

For more information about the funding please ask at your visit.



Private Day Nursery

Admission Policy

1. The nursery will allow parents to book a place within the nursery up to six months in advance. Parents must sign the advanced booking policy and make a deposit payment of one week's nursery fees. Four weeks prior to the starting date the nursery will contact the parent(s) to arrange the settling in visits. The nursery will not discriminate against any family.
2. Numbers will be strictly regulated so that the maximum legally permitted is not exceeded.
3. Prior to a child's attendance the parents/carers must complete and sign the terms and conditions, the family registration form and other supporting documentation. This provides the nursery with the following vital information:
 - Name, home address and date of birth of each child.
 - Name of all persons whom have parental responsibility for the child
 - Starting date and number of sessions per week required.
 - Arrangements for payment of fees.
 - Name, address and telephone numbers of parents/carers.
 - Emergency contact details
 - Special dietary requirements
 - Permissions
 - Name, address and telephone number of the child's doctor and health visitor.
 - Medical history and vaccination details.
 - Details of any allergies.
 - Parental consent for emergency procedures.
4. Parents must also bring a copy of the child's birth certificate prior to the place commencing.
5. Due to environmental health regulations, lack of storage facilities, and the high number of allergies and food intolerances we cannot accept packed lunches brought in from home

Information provided will be treated with the strictest confidence

Reviewed: June 2017
Review date June 2019

Parents and Carers Comments

Tots 'N' Tykes is a safe and happy environment where children can have fun and grow. The staff have always been very supportive to us as parents, when faced with new challenges. The additional activities offered to the children, such as forest school and swimming has meant that they are kept interested, until it's finally time to make that next step to school.

Marie Wade

We have been delighted by the care and attention given to our daughter since starting at tots n tykes. She really enjoys the activities on offer and has bonded really well with the staff. We appreciate all the planning and preparation that goes into her care and would definitely recommend the nursery.

Claire Doughty

"Making the right childcare choice for your child is such an important task. You have to be certain that your child will be happy and will thrive in a safe environment. I personally had to return to work much sooner than planned - when my little girl was just 17 weeks old - and was apprehensive about leaving her. I visited Tots N Tykes on two separate occasions, prior to her settling in days, and was very impressed with the approach that Tots N Tykes takes to enabling children's growth and development. It was also clear to see that the team dote on the children they care for. Following my little girl's settling in days, I was very comfortable with leaving her in the safe hands of Tots N Tykes team. Today, 6 months later, it is lovely to see how happy she is there. She always smiles when she arrives and is a sociable baby as a result - she never cries when visiting new family members or friends, and they cannot get over it! I would definitely recommend Tots N Tykes to anyone looking for a childcare provider."

Tracy Machado

"Isaac and Annabelle are so happy at Tots n Tykes! The nursery staff are all so caring and really make each child feel special. Isaac especially loves the messy play area and often comes home with sand in his shoes or paint in his hair a sign of a great day! We would recommend Tots n Tykes to friends and family without hesitation"

Laura Dent

Ofsted comments

Last inspection: February 2015

“Children are enthusiastic and highly motivated explorers in the outstanding environment. Excellent use is made on the indoor and outdoor classrooms to help the children think, investigate and explore.”

“Children’s individual needs are very well supported in this nurturing and caring environment. The nursery’s outstanding development of ‘transitions passports’ ensures that up-to-date information about each child’s needs, routines and stage of development supports their move, from room to room and then onto school.”

“The management team drive the pursuit of excellence to benefit children.”

“Managers regularly observe staff interactions with children and monitor areas of provision. In-house training for staff around key areas identified for development ensures that the quality of teaching is good.”

“Any additional needs that children have are quickly identified and exceptionally well met through highly effective partnerships between staff, parents and external agencies. This means that children are fully supported in their learning now and in their future move to school. Parents feel that staff are relaxed and responsive to children’s needs and comment that their children are very happy.”

For a more detailed look at the current Ofsted report log onto www.ofsted.gov.uk