



16 Station Lane, Woodlesford, Leeds, LS26 8RA Tel: 0113 205 9449

Dear Parent/Carer

Thank you for your enquiry about Jolly Giraffes Day Nursery. Choosing a nursery is an important decision and we hope the information contained within this pack will make that choice easier. The best way to reach such a decision about a nursery is to have a look around the premises. Please feel free to come and visit us to meet our staff team and really 'get a feel' for what we will be able to offer both you and your child.

We enclose the following information, which you may find useful:

- Our mission statement and aims
- Questions you need to ask and our answers
- General information
- Specimen Parent Partnership contracts
- Registration form
- Sample menus
- Nursery fees

If you wish to register your child once you have read through our introductory pack and spoken to our friendly staff team please complete the initial registration form and return it. Once we have confirmed that we will have a place available we require a deposit of £100 (to be paid by cash or bank transfer) to secure your child's place with us and also your completion, and return of, our 'advanced booking policy' contract. The £100 deposit will be returned on your child's final day at nursery after one month's notice has been given and is non-refundable should you change your mind about taking up the place reserved for your child.

We recognise that every child is unique and so prior to your child's entry into our nursery we will ask you to complete a number of additional forms. These will provide us with detailed information about your child and an outline of his/her specific needs and daily routines. This allows us to ensure they receive the best possible care from the moment they join our Jolly Family. These forms will be given to you during your first visit, with your child, at nursery. All we ask is that they are returned prior to your child's first day with us, so we have all the information we require to meet your child's individual needs.

If you should have any further queries, concerns, questions, or would like to have a look around the nursery please do not hesitate to contact us on: **0113 205 9449**.

Yours faithfully

Siân Tempest (Mrs)

Tracey Osborn (Mrs)

Nursery Ma



**Working Together we will give our children roots
to grow and wings to fly ...**

DAY NURSERY

The Goals and Values we strive towards:

Values

- Our premises will be safe, secure and our staff will be suitably qualified and have the necessary CRB (Criminal Records Bureau)/vetting checks. They will be caring, loving and act as excellent role-models, helping the children to make a positive contribution within our nursery, and indeed the wider community.
- We will provide a range of fun, enjoyable and stimulating activities that stem from each child's interests inspired by the revised EYFS (April 2017) documentation and will ensure that we have a thorough understanding of all children's needs and routines.
- We will ensure that resources (books, toys etc.) are safe to use, clean and well maintained and they will reflect the rich diversity of the society in which we live, fostering positive attitudes.
- We will provide the children with healthy, varied and nutritious meals and snacks.
- We will have high expectations of ALL children and foster a celebratory culture valuing all achievements, helping to promote a climate of self confidence and building high esteem and a positive self image.

Goals for 2019/2020

- To make sure teaching has an 'impact' across the whole nursery and that planning and experiences are driven by the children as well as from adult-directed activities to make sure all children are making good or expected progress according to the EYFS.
- To continue to further develop the 'Curiosity Approach' to learning... encouraging imagination and creativity through exploration. To ensure that we are encouraging as much child-led learning as possible following an 'in the moment planning' approach.

Early childhood is the foundation upon which children build the rest of their lives and it is vitally important that we help them get the best possible start in life, building the firmest of foundations as they enjoy learning through their play. This will help them to achieve success in later life...Our over-arching aim is that we want our children to leave Jolly

Giraffes happy and with the confidence and skills required to help them meet the challenges that lie ahead in school and in their lives beyond...When you and your child are happy, we are happy



Questions you should ask - and our answers

Q. Has the nursery been registered with Ofsted?

A. Yes - our registration certificate is displayed in the Entrance Hall. The Certificate No. is EY298138 - you will need this if you intend to apply for working tax credits/childcare vouchers etc.

Q. Has the nursery been inspected by Ofsted recently?

A. We had an Ofsted inspection in August 2016, when we were judged as GOOD with some outstanding elements, this report can be viewed on our website. Our previous inspection reports are also accessible on the website too. We hope that parents will enjoy reading this report alongside our parent testimonials and quotes from our 2016 parental survey as these together will offer a real insight into everyday life at nursery.

Q. Does the nursery have a current certificate of insurance?

A. Yes— renewed annually and displayed in the Entrance Hall.

Q. What is the deposit for and when do I pay it?

A. You only need to pay the £100 deposit once we have guaranteed you a place for your child. This commits you to joining our nursery, and will not be returned if you change your mind, as we will have rejected other children in order to keep the place for you. However, when your child has been attending and you need to give notice to leave (one month's written notice) your deposit will be returned once any outstanding fees are paid.

Q. How do I pay for my child's sessions?

A. On one of your pre-visits you will be given a standing order form and an invoice which will give you two amounts. One is for the first month, whilst you are setting up your Standing Order and is for the exact number of sessions within that month that your child will attend. This is payable by cash or bank transfer. The other figure is the monthly standing order amount which should go out on the 1st of every month. This is arrived at by calculating how many sessions your child will attend up to the end of the year and dividing this by the number of months to the end of the year. Thus you will have a regular monthly amount thereafter.

Q. How will you settle my child into your nursery and its routines?

A. You can choose how many 'settling in' sessions you would like, but most people opt for two visits. The first visit is usually for around 30/40 minutes onwards, where your child is introduced to their room and you stay with them. This is a chance for you to meet and chat with the key people (carers) in the room too. The second lasts a little longer and your child can be left, so that they get to realise that you will leave them, but that you will come and collect them later. Realising that you are coming back is the crucial thing, not being left for a specific length of time. Once this association is made your child will begin to settle into nursery life. Although it may take a few full nursery days for this process to occur fully as we need to get to know them and they (and you!) need to get to know, and trust, us.

Q. What qualifications do the staff have?

A. Tracey and Siân, the nursery managers, are both qualified and experienced primary teachers and both also have the qualification of Early Years Professional Status. In every room there is a member of staff that is at least Nursery Nurse (NNEB/NVQ Level 3) qualified if not above to Foundation degree (level 5). Any member of staff not at Level 3 is in the process of working towards this level through a training programme. From time to time there may also be childcare students helping within rooms, but these adults do not count within ratios.

Q. Who will be my main point of contact for information about my child's day?

A. Each child is assigned to a key person who will be his/her main carer (changing nappies etc) and will complete a detailed daily sheet for you, telling you about nappy changes, sleeps, what they have eaten, played with throughout the day.

Q. Are there any extra charges?

A. No. Our charges are all inclusive. The only extras are for late collections (£15 per $\frac{1}{2}$ hour - to cover staff costs in staying beyond their normal working day), a surcharge of £30 for late payment of fees.

Q. How can I find out about the policies governing the running of the nursery?

A. All our policies are available for parents to read. They are kept in a file in the Entrance Hall. Please browse through them at your leisure.

Q. Do you accept Childcare Vouchers or Tax free childcare scheme

payments?

- A. Yes we do - see the additional information sheet in the Parent Pack. If our nursery has not registered with your employer's chosen voucher company we can do so, just bring any forms etc with you when booking in. Just inform us if you choose to pay via the Tax Free Childcare scheme so we can look out for payment details .

Q. Do you have an e-mail address and website?

- A. Yes - our e-mail address is: jollygiraffes@yahoo.co.uk; our website address is: www.jollygiraffes.co.uk. Also you can now find us on Facebook. Please search for our open page 'Jolly Giraffes' and if you start with us you will also be able to request to become part of our closed group where we put photos and videos of the children as well as posting notes and messages.

These questions are answered in the Parent Pack

What sort of meals are provided and at what times? Are special diets catered for? Are the menus varied? (*See also this week's menu on the Parents' Notice Board in the Entrance Hall*)

- What are the staff to children ratios? Do they comply with Ofsted guidelines?
- How are children's activities and achievements recorded?
- What are the charges and what is included?

Some questions only you can answer when you visit us:

- Is there a safe and clean outside play area?
- Is the interior bright, clean and welcoming?
- Do the children look happy and are they learning with interest?
- Are the staff interacting well?
- Are the staff happy, relaxed, well presented, calm and confident?
- Did (both of) you enjoy the visit?
- Can you imagine leaving your little one with us? Did you get that affirming 'gut reaction' when you looked around Jollies?
- Would you like to become part of our JOLLY FAMILY?!



General Information

We would like to take this opportunity to welcome you to Jolly Giraffes Day Nursery and hope that you find the following information useful...

- The nursery is open from 7:30am until 6:00pm Monday to Friday (excluding **Bank Holidays** and the period from **12.30 on Thursday 24 December 2020 to 7.30 on Monday 4 January 2021**). In addition we will be closing early for our staff meetings, on a two-monthly basis. We are sure you will appreciate that for members of staff who have been at work since 7.30am it is not really conducive to fantastic ideas and productivity to hold staff meetings into the evening. So we have adopted an early closing policy to enable us to hold our staff meetings/training sessions from 4 to 6pm. On these planned days we will close promptly at **4pm**. These hours are not charged for and this is factored into the calculation of fee amounts. The dates of early closing for 2020 are:
 - **Friday 31 January 2020**
 - **Thursday 26 March 2020**
 - **Wednesday 20 May 2020**
 - **Tuesday 22 September 2020**
 - **Monday 23 November 2020**
- In the unlikely event of emergency closure, for example in extreme weather conditions, staff will inform all parents by telephone or in person as soon as possible. Any parents wanting to check if the nursery has had to close for any reason should telephone nursery on 0113 2059449 or our emergency mobile number, 07549 994127, before setting off on their journey.
- We have a minimum sessions rule, to make settling in easier for your child. Children ideally must attend a minimum 2 days, to fully settle into nursery life.
- Our nursery is run by qualified and experienced staff who are all dedicated to the development of the babies and young children within their care through their teaching. The children's high-quality play experiences are geared towards their individual developmental needs. The knowledge and understanding of all staff will be underpinned by their planning of play experiences based upon the Early Years Foundation Stage document (revised in April 2017) which is designed to offer a principled play-based approach to support all children from birth to five.
- Copies of all the policies which underpin our daily practice are available for you to read if you wish (please see the blue file in the entrance hall).
- There are schemes available to help you with the cost of childcare. Please see our 'Help with Nursery Fees' leaflet (included in this pack) for more information.
- We are keen to assist in providing good quality training for students working towards qualifications in childcare. To this end we will provide placements from time to time for students gaining

practical experience with children. They will be supervised by fully qualified staff at all times and will not count in ratios of adults to children.

- On your child's first settling-in visit you will be given a Welcome Pack containing a parent/nursery partnership contract* and a range of information/permission forms etc for you to complete. We would appreciate it if they could be returned to us on your second visit, before your child begins nursery so that we have all the relevant information to hand right from the beginning. (**Specimen contracts for you to read beforehand are included in this pack.*)
- We regularly send out a newsletter with all kinds of information - forthcoming events, areas/activities children are concentrating upon, special requests, reminders, etc, etc. We hope you will find them interesting, informative and perhaps even amusing! We e-mail these to the majority of our parents in an attempt to reduce paper usage and do our bit for the environment! Paper copies are of course available for those without email access/wishing to have one. Back issues are kept on a display stand in the Entrance Hall if you would like to read them - (sometimes new parents may miss important announcements sent out before their child began attending). We also place a few spare copies on the radiator cover by the front door for you to help yourself to, should you misplace your original.

ILLNESS AND ACCIDENTS

- It is always our concern to promote good health and hygiene for all the children in our care. To this end, please would parents keep children who are poorly at home. Nursery is not the place for children to be sent when they are ill, as they will pass their illnesses to other children and our staff. A poorly child simply cannot receive the one-to-one care and attention they want and need. After all, they need cuddles from mummy and daddy when they feel under the weather!
- Our policy is that children suffering from diarrhoea and/or vomiting must be kept at home for **48 hours after** the diarrhoea and/or vomiting has stopped. Children with conjunctivitis may attend, but exclusion may become necessary if there is an outbreak and the situation becomes unmanageable, as per the Health Protection Agency's advice. If in doubt about the exclusion period for other infectious diseases, please refer to the poster in the entrance hall (on the window panel next to the front door). If unsure please ring nursery before attending to avoid any embarrassment when arriving.
- If a child needs to have prescribed medication administered during their time at nursery, you will be required to sign a daily permission form beforehand, or be contacted by phone to obtain verbal consent. At the end of the session you will need to sign any medication forms filled in for that day. If a child becomes ill during their time in nursery, you may be contacted and asked to collect them early as their well-being is our only concern.
- A form can be signed, giving us blanket permission to administer on-going treatments such as teething gel, sun cream, Epi-pens, inhalers etc whenever required. Calpol will be kept in a safe place and given, with your permission, if a child has a temperature due to teething etc (not to children with fever as a result of illness if they are needing one-to-one attention - poorly children should be kept at home). Calpol is only intended to be available in extreme circumstances, such as in the event of a sudden temperature, in order to lower it whilst waiting for parents/carers to collect. All medication must be clearly labelled with the child's name and can only be given to the child for whom it has been prescribed.

- Children will always have accidents! You will be informed of any accidents that may have occurred during the session and you will be required to sign an accident form upon collection. Please keep us informed of any accidents that have occurred at home so that we can be vigilant and look out for any previously unidentified symptoms/behaviours etc (e.g. if a child bumps their head at home, we need to be aware so we can look for unusual signs/behaviour traits which may indicate concussion etc). In line with current safeguarding guidelines we may need to note existing injuries in a book and get you to sign to acknowledge that we have discussed them.

PROFILES

- OFSTED require a system of recording children's development and achievements in individual profiles. Our profiles at Jolly Giraffes take the form of an online 'Learning Journey' (EYLog) which results in photographs, video clips and observations being sent daily to parents' mobiles/laptops (by whichever medium they choose to access their child's online learning journey) and this runs alongside a bound paper scrapbook 'Our Jolly Journey Memories Book' which contains photographs and pieces of their child's artwork. You have your part to play in this compilation too as you too can add observations and photographs into your child's online learning journey and you can also comment on things that we have sent to you too etc. Your child's paper memories book will also be sent home periodically for you to look through and you can also add to this yourselves too if you so wish. You are welcome to look at the profile in nursery whenever you like. We also organise 'open sessions' in the middle, and at the end of each year, for parents to look at profiles, talk to their children's carers etc. Look out for newsletters for specific details about our 'Summer Celebration' and 'Mulled Wine and Mince pies Evening'. We are very proud of our online profile and the accompanying memories book, which celebrates our children's achievements and the scrapbook makes a lovely keepsake too - especially when you can produce them on your child's 18th birthday to embarrass them as you reveal some very funny photographs!!

NURSERY WEAR

- It is never advisable to send children to nursery in 'best' clothes! Throughout the day (especially at mealtimes!) in messy play activities and playing outside the children do (and will!) get messy. Usually the messier they are, the better their day has been! Older children who are learning to go to the toilet alone need to be in clothes which they can manage easily by themselves, to promote their sense of independence and achievement. There may be special occasions when we invite children to come to nursery dressed up, to add to the fun. Please ensure all clothing is labelled to avoid confusion and mix-ups.

EVERYDAY ESSENTIALS

- | | |
|--|---------------------------------|
| ❖ Coat | ❖ Hat/gloves etc (in winter) |
| ❖ A change of clothes (or even more!)
including socks and vests | ❖ Jumper/cardigan |
| ❖ Nappy rash cream | ❖ Calpol |
| ❖ Nappies/pull-ups/pants/swim nappies | ❖ Teething gel |
| ❖ Change of indoor shoes/slippers | ❖ Dummy/soother |
| ❖ Cup/bottles | ❖ Wellies |
| | ❖ Sun hat/sun cream (in summer) |

- **Everything** your child brings to nursery **must be clearly labelled with their name**. Please store them in a **named** pump bag (see above) on your child's peg.

- We ask **ALL** parents to supply a new bottle of sun cream for their child each summer so that you can then rest assured that they will be fully protected on those sunny days (we hope there are lots of them!) by a cream that you know reacts kindly to their skin type.
- For the very youngest of children, and those in the process of potty training, it may be wise to provide several changes of clothes in a bag, as we all know accidents can (frequently) happen.
- The nursery supplies wipes, which are fragrance-free and sensitive, although if a parent has a particular desire for a specific brand to be used they can of course supply them should they wish to do so.
- Parents of children who need nappies will be asked to provide them for their children. There is such a wide variety of choice available where nappies are concerned due to particular brands/styles being favoured, notwithstanding the issue of some children requiring hypoallergenic varieties. So we felt that it was in the interests of both parents and children to adopt this policy. In our experience it has proved the most popular and sensible solution for a parent to supply a large pack of nappies when their child starts nursery - the parent will then be informed when these are running low, this saves you having to bring them in daily. If your child is wearing cloth (washable) nappies these can be stored and will ready for you to collect on a daily basis.
- We ask all parents of nappy wearers to provide a pot of nappy rash cream that is clearly labelled with their child's name so as to ensure that the highest possible standards of hygiene are met and to reduce the risk of any form of cross-contamination. It is not envisaged that you will have to replace this very frequently as we all know how long a pot lasts!
- We also ask parents whose children need bottled milk to bring their child's daily supply of formula powder and sterilised bottles of cooled boiled water, ready to be made up as required by staff. (If you bring in a large container of milk please make a note of the date you have brought the powder in so that you do not accidentally exceed any 'use within a certain number of weeks' recommendations). Parents can also supply bottles pre-made and ready for heating. Again, we ask that they are clearly labelled (lids as well as bottles!) with your child's name. These are to be handed to your child's carer at the start of the session. By supplying your child's milk you can rest assured that they are receiving the brand of milk you have selected to give them. If you wish to express milk for your child, we are very happy to store the daily filled bottles you bring us in our fridge until needed.

THE ROOMS

- Jolly Giraffes has suitable, child-friendly rooms spread over two floors in our very homely, renovated building. We identify the rooms with animal names, apart from our 'Free-Flow Zone' and 'Terrific Twos'.
- When you bring your child to nursery you will be required to bring them into the appropriate room and to sign them in on the room register. Similarly, you will be asked to sign them out on collection at the end of the session.
- Your child will be assigned a member of staff as their Key Person, who will help to ease them into our nursery routines. They will be available to speak to you about your child's progress or help to sort out any worries or concerns you may have. At the end of each session staff, in all rooms except the 'Fantastic Free-Flow Zone' and 'Terrific Twos', will give you a daily sheet detailing your

child's day - nappy changes, meals, sleep, favourite activities, mood etc. For children in the 'Fantastic Free-Flow Zone' and 'Terrific Twos' you can find out about their day by reading the information boards at the top of the stairs/within the room. Any further information specific to your child will be passed on to you by a member of staff when they verbally feed back at the end of the day as there will be an asterisk next to their name indicating that there is a specific message that their carer wishes to pass on verbally to you. This serves as a useful memory prompt for our staff team at the end of a busy, busy day!

Downstairs:

- Our youngest children are located downstairs as this makes their parents' lives much easier as they can bring their children, and all of the equipment this involves, straight in without having to negotiate stairs. Tracey and Siân know only too well how heavy and awkward those car seats are!!
- When your baby starts with us they will be welcomed into one of our very homely younger rooms (Pouncing Possums and Cheeky Monkeys). These rooms are intended to be very much like your front room, a 'home-from-home'. They will be able to crawl over soft comfy rugs, accessing open toy boxes at their level, and learn to pull themselves up on a sofa just like they would experience at home with you, with the radio playing softly in the background and staff who are constantly devoted to caring for your child and looking after their every need. They will also explore 'treasure baskets' with their carers where they will handle a variety of natural/household/interesting materials giving them vital experiences to stimulate all of their senses. This will ensure that they become accustomed to textures and materials other than plastic, which so many toys and objects are made of these days. They will also have so much fun as they begin to let their imaginations run away with them and gain so much confidence as they explore their new and exciting surroundings and delve into 'sensory bins' and play on the lightboxes etc.
- As the children become more adventurous they can play with even more toys of their own choice, which are stored in clearly labelled boxes at the child's level. There are also planned activities for them to participate in. They learn to tidy away and become more independent (you can take advantage of this at home!) They begin to eat together at the table and learn to feed themselves with help.
- As their mobility improves children are based in the playrooms upstairs (Exploring Elephants and Terrific Twos) as they can negotiate the stairs with ease and care, just like they do at home. Our stairs are not steep and are protected by gates at the top and bottom, they are equipped with a child-height railing and the experienced nursery staff remind their groups about safety issues (such as not pushing, concentrating on what they are doing and ensuring the friend in front of them has cleared a step before they tread on it) as they supervise their small groups descending and ascending the stairs. These simple health and safety aspects should simply mirror the good practice that automatically goes on within your own home.
- As the children gain more confidence and independence they benefit from greater structure to their day as well as free-flowing with the older children (see below). They participate in their own planned activities derived from their current interests/fascinations as well as learning through the 'teaching' of their carers who are tuned into their needs and extend their interests through their play, these learning processes follow the revised guidance for the Early Years Foundation Stage (April 2017).

The Older Children:

- The oldest children upstairs benefit from a 'free-flow' nursery experience, which mirrors many primary school nursery settings. They begin their day all together having breakfast in Free Flow One and welcoming their friends as they arrive as this gives them, and indeed you, the security, stability and comfort of being welcomed into a familiar room by the 'Fantastic Free-Flow Zone Meeter and Greeter' and other staff team members. Next they become engrossed in a variety of stimulating activities set out on a daily basis within Free Flow Two. Later on in the morning the children benefit from having open access to three areas, Free Flow One and Free Flow Two, and the Shared Area. The Multi-Sensory Room and the outdoor areas are also utilised, where they find a wealth of different experiences and activities to explore which develop their knowledge, skills and understanding in each of the seven Areas of Learning and Development (Communication and Language; Physical Development; Personal, Social and Emotional Development; Literacy; Mathematics; Understanding the World; Expressive Arts and Design).
- The children find very well equipped and different areas of provision within each of the rooms and they benefit greatly from interacting with a range of different adults who are based in each of the rooms ready to teach/help the children in the various activities on offer throughout the day. The children have the freedom to explore the rooms and have access to an even larger area of space, rather than simply being confined to one room throughout the day. They develop the skills to gain further independence as they and their friends select the chosen room and activities that they would like to visit next in this interesting and exciting day.
- At lunchtimes the children gather together in Free Flow One and enjoy a nutritious meal at this very social and special time. We ensure the children have access to drinks throughout the day and encourage them to take advantage of this. Parents are welcome to further promote and encourage healthy fluid intake by bringing a distinctive or favourite water bottle for older children or feeding cup for younger ones, which can be left at nursery for their personal use. Again, we ask you to label bottles/cups etc ('etching' names on may be a preferred option as 'permanent' pen does not stay on!)
- Those children who need it then have a sleep in a separate room, while those who do not, continue playing. Later in the afternoon the children again benefit from the freedom of access to the different rooms for even more fun as they learn through their play. They come together at the end of the afternoon for a cosy time of quiet reflection, relaxation and stories/singing in the multi-sensory room or within their room or outside etc prior to being collected by their parents.
- We hope that parents will immediately see the unique experiences that their children are being offered by experiencing this 'free-flow' system. There are so many benefits to be gained by the children and they will love the freedom of movement between rooms and feel very grown-up as they select the next place to visit as well as meeting and playing with lots of different friends throughout the day. Yet they also have the added benefit of the security of coming together at the beginning and end of each session within their small friendship groups. Parents can rest assured that whilst the children have the freedom to move between rooms they are also safe and secure. By being based upstairs the children are away from the main nursery doors and cannot attempt to wander out as another child leaves with their parent! The children are protected from the stairs by stair gates. They are carefully monitored as they go to the toilets, yet their independence is developed as they take greater responsibility in this area. The most reassuring factor for parents is seeing their child emerge stimulated and happy at the end of each day as they leave Jolly Giraffes!

- We have fostered strong links with our closest local school, Woodlesford Primary School. Our children will collaborate with the nursery aged children at several time during the year like at Easter and summer for picnics and parades! Our Free flow children will also go and utilise the schools conservation area to have a 'forest school' experience from bug hunting to den building.

The Multi-Sensory Room

- Here at Jolly Giraffes we pride ourselves on, and are very excited by, another room which we have created for your children - the multi-sensory room. We believe it is vital for children of all ages and stages of development to have all of their senses stimulated and thus we have developed this special room. Here the children gather together in small groups with their key people and experience a wide variety of smells created by our aromatherapy diffuser, different textures as they explore exciting materials, see different colours as they look at the inspiring light effects being created and imagine stars shining above as they look around them at the net lighting that hangs down and listen as they experience different sounds from around the world (from tropical storms to gentle harmonies created by different composers!). All of these experiences evoke very atmospheric moods and the children are able to experience a range of emotions and have so much fun whilst in this room. They can become lost in a magical trance as they watch the giant bubble tube and they can be in awe as they control it and change the colours with the wireless remote - what mood will they create for the room? It offers a unique place for drama activities/exciting story telling to unfold and creativity to be truly inspired for the older children, whilst the very youngest members are able to develop their physical skills as they explore their surroundings. We have a feeling that quite a few parents will want to visit this room to de-stress after a busy day at work!

OUTDOOR PLAY

- We are very proud of our outdoor play area, which we use as often as possible, whatever the weather! It offers a wide variety of experiences. One side of our outdoor space has a soft surface (we do not allow heels to be worn on this surface so we have special flat shoes for parents to slip on, if necessary). In this area we have a large permanent gazebo to provide shelter from sun or rain - we also have a large selection of wet suits and wellies so that we can go out in the rain and splash in the puddles! Also in this area is a fixed climbing frame with a wooden bridge between two towers, complete with fire fighters' pole! On the other side we have a large 'grassed' area (fake as the real stuff just wouldn't grow!) to crawl and roll and play. At one end of this area there is a large barked area which encourages balancing and climbing skills to be developed (especially when they are climbing up our tyre mountain!). Located within this area there is also a construction site complete with pebbles and it is full of diggers and drainpipes which can be used to transport them! There is also a decked area to lay on the outdoor beanbags and read favourite stories, although the children often like to clear this and pretend it is their 'stage!' They can also dig in our HUGE outdoor sandpit or simply sit back and savour the smells of the herbs and plants in our 'jolly smelly garden' planter. At the other end of the grass there is a large decked area with a ramp, ropes and stairs for children to practise their climbing skills. They also get the opportunity to climb and explore the large tree, developing their gross motor skills and balance. When they've had enough of this they can make good old-fashioned mud pies in our mud kitchen - mixing and stirring in oodles of mud...can you remember the days, Mummy and Daddy? We also have a range of wheeled toys (even one which is hand propelled!), balance bikes, ribbon sticks, lots of bats and balls of all sizes, sand and water provision, writing and mark-making equipment, and many other

fun activities are available to develop physical and intellectual skills. We are constantly on the look out for more ideas, equipment etc to enhance our provision.

- We also enjoy using the community around the nursery as an extra resource by taking children out on visits to local amenities such as the park, railway station, canal, shop etc. There is a form in the Welcome Pack for you to sign, giving us permission to take children on such day-to-day trips. Look out for us on our adventures when we are out and about around the village, especially when we are in our four seater buggy...such fun!

JOINING US...

- We have a comprehensive admissions policy whereby we aim to make your child's induction into our nursery a smooth and happy one. We will discuss this with you in greater detail if you choose us as your childcare provider. However, we would ideally like your child to make a few visits prior to starting with us. Initially a short one (about half an hour) where we ask that you stay with your child and meet their key people and explore the exciting potential of their room. Then at least one further extended visit (usually an hour/hour and a half) when we would encourage you to leave your child for a period so they can acclimatise to their new surroundings and develop their confidence as they begin to make new friends. It would probably help your child to feel more settled if the second of their visits could encompass a meal or snack time so that they could eat with us too.
- We feel that as each child is an individual, cases of admission need to be dealt with on an individual basis. Some children may require further visits or slightly different arrangements in order to reassure and comfort them and we will discuss this with you and make appropriate arrangements to suit your child, as their happiness is paramount.

We hope that you will be as excited at the prospect of your child joining our nursery as we are at the prospect of meeting both you and them. We have much more detailed information about Jolly Giraffes and all of our policies and procedures are located in the Entrance Hall and we would be more than happy to share these with you should you require any further information. We have devised these policies to ensure that all staff and parents are well informed and have access to vital information so that everyone is clear about what Jolly Giraffes truly stands for. However, whilst we hope you have found all of this information useful, we believe that the best way that you can find out whether we are right for both you and your child is to come in and visit us. So please do not hesitate to contact us to arrange a time that is convenient for you to come and have a look around ... our phone number is 0113 205 9449. We hope to speak to you very soon!



Parent Partnership Contract

SPECIMEN

These terms and conditions govern the basis on which we agree to provide childcare services to you.

Jolly Giraffes' obligations - WE WILL:

- Inform you as soon as possible whether your application for a nursery place for your child has been successful.
- Ensure your place is reserved for you once you have returned the required £100 deposit and completed the 'Advanced Bookings' form.
- Provide the agreed childcare for your child at the agreed times (subject to any days when your child's nursery is closed either agreed or due to unforeseen circumstances). We will try to accommodate any requests for extra sessions or increased/reduced provision at our discretion and subject to availability.
- Provide you with daily written and verbal feedback on your child's progress/day.
- Endeavour to prevent the spread of infection/contagious illness by adhering to our sick children policy. This means that your child may be refused entry to Jolly Giraffes to protect the other children in our care.
- Not offer reductions in fees for a place not used in the event of illness and holidays.
- Administer medicine (prescribed or over the counter) when a medicine consent form is completed by yourselves.
- Return your £100 deposit when one month's notice has been given by yourself and final payment has been received in full. This would usually be on your child's final day with us.
- Monitor children's progress throughout their time with us and we will compile a portfolio/profile of their achievements. These observations/assessments will be shared with parents and relevant schools as the children embark on their school career.
- Strive to provide the very best childcare at what we believe is a cost effective price, always ensuring we review the quality of our provision regularly.
- Select, employ and train quality nursery staff.
- Consider suspension of your child if you have failed to pay fees, your child has an infectious disease or your child's behaviour is deemed unacceptable/endangers the safety of other children. This suspension would be a last resort and would continue whilst we try to resolve these problems with you and your child.
- Terminate this agreement if you have failed to pay us, you have breached any obligations under this agreement, if you, or your child's, behaviour is extreme despite all reasonable attempts to address the situation, we take the decision to close our nursery (we will take all reasonable measures to give as much notice as possible in the event of this situation arising) or we suffer any insolvency.
- Our first concern will always be the welfare of your child. As a care provider for your child, we are required to follow the local safeguarding (Leeds LSCB) procedures. As a carer for

your child we will at all times try to share with you any concerns we may have about your child. However, there may be times when we have to talk to Social Services before we talk to you.

- Always strive to keep the nursery open. However, if we take the decision that the nursery must close due to events/circumstances, which are beyond our control, we shall be under no obligation to provide alternative childcare.
- Make every effort to avoid loss or damage to children's clothes/property. However we cannot be held responsible for any such property and thus we discourage children from bringing toys etc. into our nursery (unless specifically requested) and encourage the wearing of 'old'/nursery clothes.



Parent Partnership Contract

SPECIMEN

These terms and conditions govern the basis on which we agree to provide childcare services to you.

Parent/Guardian obligations - YOU WILL:

- Confirm your acceptance of your child's nursery place within one week of it being offered by completing and returning the registration form (complete with £100 deposit) and also reading through the conditions and signing the 'advanced booking' form. If you fail to do this, the place may be given to another child. The deposit is non-refundable if you should change your mind regarding accepting the nursery place offered.
- The £100 deposit will be returned to you when one month's notice has been given by yourself and final payment has been received in full. This would usually be on your child's final day with us.
- Give one month's written notice to reduce/increase your child's sessions or to withdraw them completely (once your child has started at nursery).
- Complete as fully/accurately as possible all forms that we provide in order to find out more about your child (e.g. medical history, parental contact information, details regarding daily routines etc.)
- Inform us immediately if any of the details on these forms change (especially contact numbers/collection details).
- Provide us with any details regarding your child that may influence their day i.e. lack of sleep/changes in home circumstances.
- Inform us if your child is unwell and if they are suffering from a contagious illness (chicken pox, diarrhoea, sickness etc.) you will not bring them into nursery until the contagious period has elapsed. As a general rule children would not return to nursery until: 48 hours have passed since their last bout of sickness/diarrhoea; If your child needs antibiotics we can administer them once the correct medication forms have been completed, but we ask that children be kept at home for at least the first 24 hours after the start of the course, as this will ensure they are well enough to cope with the nursery day. For further details of contagious illnesses/exclusion periods please see the Health Protection Agency's sheet in our Entrance Hall (on the side window next to the front door)
- If your child is found to have head lice we will inform you as soon as possible. Parents/carers should treat them and ensure that all live lice have been removed and must check for at least the following 2 weeks to ensure eggs are all removed and do not hatch. Periodic checks are recommended as good practice to prevent lice outbreaks.
- Inform us, as far in advance as possible, of any dates your child will not be attending nursery.
- Complete a medicine consent form on a daily basis if you require us to administer medication (prescribed or over the counter) to your child.

- Discuss any concerns/queries/questions that you may have regarding your child's progress throughout their time with us as soon as they arise. This will enable us to create a true nursery/parent partnership at Jolly Giraffes and resolve any potential issues and keep all parties informed. If this process does not result in a satisfactory conclusion you will follow the complaints procedure set out by the nursery (see nursery managers for full details).
- Pay fees on the first of each month (in advance) by standing order. The initial month's payment will be by cash/cheque/bank transfer. If any cheque is returned a charge of £30 will be incurred.
- Inform us if you are unable to make a payment in full or on time. An automatic late payment charge of £30 will be incurred. If the payment issue is not resolved or you have breached any other obligations under this agreement we may take the decision to terminate your child's place with us.
- Children 2 years and over must attend a minimum of 1½ days per week, and children under 2 years must attend a minimum of 2 full days.
- Keep us informed regarding the identity of the people collecting your child from nursery. If the person collecting them is not the usual person responsible we may require proof of identity and security questions may need to be answered. If we are not satisfied with these checks we will not allow your child to leave with this person.
- Immediately inform us if you are unable to collect your child by the official collection time. A late pick up charge will automatically be incurred.
- Not employ (either directly or indirectly) any member of Jolly Giraffes staff who has had contact with your child within 6 months of them leaving us. Then you shall pay 20% of the staff member's gross salary at the time they left our employment (this figure represents the costs to us to recruit a suitable replacement).



Registration Form

I would like to reserve a place for my child at Jolly Giraffes Day Nursery.

Full name of child		Gender
Date of birth	OR Expected date of birth (please notify us when actual date is known)	
Address of child and Parent (1)	Postcode	

Parent (1)			
Does Parent (1) have parental responsibility for and legal contact with this child?			Yes <input type="radio"/> No <input type="radio"/>
<small>(Please tick as appropriate)</small>			
Full name		Relationship to child	
Telephone numbers:	home	work	Mobile
e-mail address(es) (Please print clearly)			

Parent (2)			
Does Parent (2) have parental responsibility for and legal contact with this child?			Yes <input type="radio"/> No <input type="radio"/>
<small>(Please tick as appropriate)</small>			
Full name		Address (if different from above)	
Relationship to child		Postcode	
Telephone numbers:	home	work	Mobile
e-mail address(es) (Please print clearly)			

Religion		Any additional information (e.g. festivals or religious celebrations we need to be aware of)	
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Any known Special Educational Needs	
Any known special dietary requirements/food allergies	
Any other special requirements	

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Required sessions (please tick relevant boxes):-

Monday	Tuesday	Wednesday	Thursday	Friday

Requested start date:-

P.T.O.

Registration Form (page 2)

Please delete as appropriate:

➤ A place has already been confirmed so I now confirm payment of £100 deposit - via cash/BACS transfer (this deposit is non-refundable if the place reserved is not taken up).

➤ I will pay the £100 deposit (via cash/BACS transfer) once a place has been confirmed.

(Please note that deposits will be returned when your child leaves nursery; after one month's notice has been given and all fees are paid in full)

Please note - once a place has been confirmed and reserved and the deposit has been paid, one month's notice from the initial start date will be required to change sessions.

Signed by parent/guardian 1 Date

.....

2 Date

.....

For office use:

Date acknowledgement sent	Date place confirmed		Dates of visits booked	
	Date deposit received		Confirmed start date	
Date 'advanced bookings contract' returned				



Sample weekly menu for babies (pureed)

	Breakfast (7.30-9)	Lunch (11.30-12.00)	Tea (3.45-4.15)
Monday	Milk and cereal & toast	Butternut, parsnip and apple Apple and mango	Mixed vegetables
Tuesday	Milk and cereal & toast	Sweet potato and orange Strawberry rice pudding	Sweet potato leek and pea
Wednesday	Milk and cereal & toast	Mixed vegetables Apple and strawberry	Carrot, swede and parsnip
Thursday	Milk and cereal & toast	Lentils and mixed vegetables Apple and pineapple	Cauliflower, red pepper and sweetcorn
Friday	Milk and cereal & toast	Sweet potato, leek and pea Pear and raspberry	Butternut squash and pear

Sample weekly menu for toddlers

	Breakfast (7.30-9)	Lunch (11.30-12.00)	Tea (3.45-4.15)
Monday	Cereal & toast	Kedgerie Ice cream	Mini vegetable pizzas
Tuesday	Cereal & toast	Sweet & sour chicken with rice Fruit salad	Scrambled eggs on toast
Wednesday	Cereal & toast	Moussaka Children's baking	Sandwiches
Thursday	Cereal & toast	Sausages and mashed potatoes Fruit crumble	Homemade soup and a roll
Friday	Cereal & toast	Vegetable lasagne Flapjack	Beans on toast

During the morning and afternoon the children will have a snack, which may be anything from a variety of fresh fruit/vegetables, bread sticks, crackers, biscuits etc. They will be encouraged to drink throughout the day (water, milk etc.)!



16 Station Lane, Woodlesford, Leeds, LS26 8RA Tel: 0113 205 9449

Nursery Fees from 1st January 2020

We are open from 7:30am until 6:00pm Monday to Friday (excluding Bank Holidays and the Christmas period - see general information sheet for specific dates)

Full Day Care Session	£50.50
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Children must attend a minimum of two full days.

If two children from one family both attend for 4 days or more the eldest child's fees will receive a discount of 5%.

Late Pick Up Charge - £15.00 per $\frac{1}{2}$ hour

Jolly Giraffes will increase their fees annually (at least in line with inflation).

Fees are collected in advance by standing order on the first of every month. Late or incorrect payments will automatically be subject to a £30 late/administration fee.

A four-week notice period is required in order to reduce or cancel sessions. At least four week's notice is required to request an

increase in sessions and this can only be accommodated subject to places being available.



Help with nursery fees

There are a variety of schemes available to help with nursery fees. The following is a brief summary of the main ones.

Funded places for 3 and 4 year olds (and some 2 year olds)

- We offer 570 hours 'core' funding for every 3 and 4 year old attending Jolly Giraffes a term after their 3rd Birthday
- Since September 2017 we now offer the 'extended' 570 hours funding entitlement for those 3 and 4 year olds who are eligible.
- We offer (if available) the 570 'core' hours for eligible 2 years olds

Universal Credit

- For working families claiming Universal Credit, in England, Scotland and Wales
- With children under 16
- 85% of eligible childcare costs, up to a cap

Support while you study

- Weekly payments from Care to Learn if you're at school or sixth-form college
- Help through your college if you're in further education
- A weekly grant if you're in full-time higher education

Working Tax Credit

- For working families, in the UK
- With children under 16 (or under 17 if disabled)
- 70% of childcare costs, up to a cap

Employer Childcare Vouchers

Many employers offer schemes to help with the cost of childcare, and they also have substantial tax and NI benefits, which always helps! It may be worth discussing this with your employer if they do not already have one in place. When you discover which voucher company your employer is with please ring nursery to obtain our existing account number, or our details to register us with them

Tax Free Childcare Scheme

- For working families, including the self-employed, in the UK
- With children under 12 (or under 17 if disabled)
- For every £8 you pay in, the government will add an extra £2, up to £2,000 per child per year - that's up to £500 every three months
- Parents of children born on or after 1st April 2013, and parents of disabled children, can apply now.

Go to www.childcarechoices.co.uk for more information on all of the above.



Don't forget to keep up to date with all our events, the latest photos, information etc. by regularly checking our website

www.jollygiraffes.co.uk

or search for us on Facebook!!