

Welcome To

Emma's Angels



Prospectus

Should you require any further information after reading this prospectus, please do not hesitate to contact any of our team.

An inclusive play care setting for all your childcare needs

"Our aim is to provide a safe and welcoming environment for your child and your family. By providing a warm and nurturing environment for your child to grow and develop into a confident and unique individual"

Please contact us on:

0113 2506611

emma.dewhirst@outlook.com

website: www.emmasangelsdaycare.co.uk

The Setting

Emma's Angels Day Nursery Ltd has been designed with children and families in mind. Our rooms are bright, warm, and welcoming where your child will find lots of stimulating and fun activities to take part in.

We are situated within the grounds of Rawdon St Peters C of E Primary School. We offer a fully inclusive day nursery which includes a forest school. We also run the before and after school club, forest school after school club and holiday playscheme. The before and after school provision is specifically provided for the children of the primary school however our day nursery and holiday play scheme are available for any family who requires high quality care regardless of whether your child attends another school or intends to attend a different school in the future.

From September 2025 we are also opening a term time only, forest school pre-school between the times of 9.10am-3.20pm, Tuesday to Friday for children aged 2 years 8 months, 3 and 4 years old.

Children from the ages of 3 $\frac{1}{2}$ months to 5 years access the early years setting. Our out of school provision provides care for children aged 4 to 13 years old.

The setting has a secure outdoor play area where children can explore the outside environment with lots of fun things to do. We are constantly developing this area adding lots of fun things for your child to take part in. We also have use of the grounds of the primary school and have access to a large field and adventure playground. We carry out our forest school's sessions on the billing and in our forest school area making use of the excellent resources we have placed around us.

From September 2025 we are going to be expanding our forest school area by building a beautiful wooden lodge, drying hut and outside toilet over the summer months. This will open in September 2025 and allow us to expand our forest school provision, with a forest school pre-school. The children within the main nursery, will also use this new facility as part of our forest school provision.

Security of the children is one of our main concerns and only parents and permitted visitors will have access to the children's areas. Under no circumstances will a child be allowed to leave the setting with anyone unknown to the staff unless previously arranged by the parent/guardian. We use a password system or photographic identification is required to ensure your child's safety.

The main nursery also provides the web cam facility for parents/carers to access. This facility means that you can view your child's day at nursery, during the day. (This facility is not available in the forest school). We are proud of what we do and work very hard to make it right for your child and you.

Our Main Nursery rooms

Baby Room

Children aged 3 $\frac{1}{2}$ months to walking



Toddler room

Children who are walking to aged 2 $\frac{1}{2}$ years to 3 years

Our baby and toddler room has been planned with your child in mind. The rooms are spacious with low accessible units and lots of musical and sensory toys.

Your child will experience lots of new experiences and try out new skills that will support them on their learning journey. The practitioner's continually change the areas of the rooms, to provide lots of stimulation and learning. The practitioners are constantly looking at new ideas to extend your child's learning based on their interests.

Yours child's Room Manager will visit you at home prior to your child attending nursery. During this visit, they will ask you questions to find out more information about your child and their family. We will complete an all about me, so we have up to date information specifically to help us care for your child in the best possible way. It also gives you the opportunity to ask any questions or raise any concerns before your child starts nursery. Please feel free to ask any questions you wish, to help you feel confident with us. At the home visit, the practitioner will organise a pre-visit for your child into nursery. There is no limit on how many visits your child has into nursery, we want to make this transition as smooth as possible for you and your child.

Dietary requirements, weaning requirements, bottle feeds and any other need your child has whilst in the nursery will be discussed at the home visit to ensure we are providing high quality care and your mind is at ease when leaving your precious package with us.

The experiences your child receives whilst in their room will be planned inline with the Early Years Foundation Stage and your child's next steps. The curriculum is divided into seven stages, Personal, Social and Emotional Development, Physical Development, Communication and Language, Literacy, Mathematics, Understanding the World and Expressive Arts and Designs.

Our toddler room reflects their busy nature and inquisitive minds. It provides your child with more activities to openly access, and the educational areas are more defined. We have lots of specific areas for your child to access from role play, sand and water, construction, mark making and quiet areas for your child to relax. The practitioners begin to structure the day more and provide your child with activities to promote their development and independence.

The children will also have access to lots of outside play and experiences in our garden. Including helping in our own mini allotment, whilst on forest schools.

Babies have their own outside area specifically designed for them; it is accessible from the baby room in the form of a decking area.



Pre-school

Children aged 2 $\frac{1}{2}$ to 5 years

This room has an open plan aspect which is divided into different play areas and at a child's level for easy access. The areas include dressing up and role play, reading and picture books, mark making, creative play, sand and water, construction area, puzzles, and jig saws. Throughout the day there will be adult interaction and activities set up around the children's interests, engaging them in awe and wonder and challenging and developing them during play.

Work is displayed throughout the room and on babysdays, so you can be part of the journey with your child.

All children learn and develop through play and as required by OFSTED. We follow the EYFS curriculum; this is the curriculum for children aged from birth to five.

Outdoor play is encouraged throughout the day within our safe and secure outdoor play area. We offer free flow play in pre-school, as the room has a door to directly access the outside area.

Throughout the week children will have the opportunity to take part in French classes, science classes, visiting the library, forest school's sessions, yoga and mindfulness, football and sport classes and trips and visits.

Before your child starts at nursery their Room Manager will visit your home, this gives you the opportunity to ask any questions you may have and for the practitioner to spend some time with your child. You and your child will help the practitioner to complete an 'all about me', which will help the setting care for your child. Many children find it upsetting being left alone for the first time with people they have yet to get to know and trust, therefore there is no limit on the number of visits your child may have before they start.



Forest School

Our forest school is run by our Forest School and Well-being Manager and her deputy. Children in both the nursery and out of school club, take part in forest school activities each week.

Forest School is a child-centred inspirational learning process, that offers opportunities for holistic growth through regular sessions. It is a long-term program that supports play, exploration and supported risk taking. It develops confidence and self-esteem through learner inspired, hands-on experiences in a natural setting.

Forest School does not focus on outcome, rather the process. There are no assessment criteria, so we are free to follow the children's interests in the moment.

We offer the opportunity to build knowledge, skills and understanding around several areas, including (but not limited to), fire, tools, and nature.

And most importantly, it is FUN!

From September 2023, we expanded our forest school provision, and we now offer forest school sessions, from our baby room right through to our out of school children.

We have incorporated yoga and mindfulness into these sessions, to support our children's mental health.

From September 2025 we are expanding our forest school provision by adding a wonderful forest school lodge to our forest school area. In turn we are opening a forest school pre-school that will open from 9.10am - 3.20pm term time only, Tuesday to Friday. This facility will be available to book for children aged 2 years 8 months, three- and four-year-old.

We will run both sessional care, the morning session will run, 9.10am-12.10pm - children will need a healthy packed lunch provided by yourself. The afternoon session will run from 12.20pm-3.20pm. No packed lunch is needed. We will also offer a 9.10am-3.10pm session; children will need a packed lunch on those days. A light snack will be provided in all the sessions.

These sessions will be term time only and nursery funding can be used to access the sessions.

We will not be losing the provision within nursery, this will be run as a separate booking procedure and we will split our forest school team accordingly.

Key person

Emma's Angels operates a key person system, which means that a member of staff will be especially responsible for your child and will develop a close relationship with you. The key person will observe and monitor your child's development whilst in the setting and will be responsible for recording in your child's profile which will be available for you to look at whenever you wish to do so.

Observations will be carried out using a variety of methods. We use an online profile system provided by a company called Babysdays, this is an amazing system and means that you can also share your child's profile on the move.

We will take observations using photographs, video's, written observations and with dictaphones; to ensure we are monitoring your child's progress to the best of their abilities. Key person and profile training are provided by our EYFS Manager who leads the delivery of the EYFS within the whole setting, to ensure your child receives the best.

Celebration evenings are held each year this gives you the opportunity to discuss your child's development with their key person. We also have drop-in sessions and play and stays. However, you are more than welcome to meet with your child's key person at anytime or to look at your child's profile. Parents should be confident that any matters discussed with practitioners will remain confidential, as is our policy

Meals

We promote a healthy eating policy and encourage children to try different foods to ensure a varied diet. We provide a nutritional breakfast for any child who accesses our main nursery which includes cereal and toast, light snacks of fruit and something savoury and cooked lunch and a light teatime meal. Our onsite cook will prepare meals and snacks, using fresh ingredients. Within our forest school pre-school children will require a healthy packed lunch, but we will provide a snack.

Drinks are available always throughout the day and milk will be provided with mid-morning snacks. Practitioners eat with the children to promote good social skills at mealtimes. Please see our sample menu within this pack. When you register your child, you will be asked if they have any allergies to certain foods, if this is the case then we ask you to provide us with a photograph so that we can display it, along with the information in the kitchen for the cook to comply with.

From April 2015, we have introduced low salt alternatives, and we have stopped most of our sweet puddings, to promote healthy eating and build solid foundations for our children.

Our menus are emailed out each week on babysdays, so you know what your children will be enjoying whilst they are with us.

Our menus will change if your child is under the age of one, as they are unable to have certain foods. Should your child have a dietary requirement, we will alter menus to support this. Our menus are planned weekly in advance, ensuring your child receives a wide variety of foods.

We are pleased to be able to inform parents that we are a 5-star kitchen awarded by the Environmental Health Inspectors. The highest rating you can achieve.



All nursery rooms have I-watch cameras in. This facility allows parents to view their child at nursery, providing parents with extra peace of mind. Parents can access the facility when their children are in the setting.

Security is an issue that we take very seriously. Our main concern with regard to security of the I-watch system is the prevention of unauthorised access to camera images. I-watch accomplishes this through the use of passwords and encryption. Passwords prevent unauthorised access to the computer system; encryption prevents unauthorised access to camera images whilst in transit between the camera and your web browser. They use a common technology called SSL (Secure Sockets Layer) to implement encryption. Most online financial institutions use it, and it is widely regarded as highly effective in the prevention of unauthorised access to data whilst travelling across the internet.

Emma's Angels Staff

At Emma's Angels we value the importance of highly trained and experienced staff and encourage all staff to take on extra training in order for them to better their positions. We release our employee's a minimum of 10 hours per year to access training courses in work time, however in all cases this is higher, and practitioners also access training in their own time. All our employees have been DBS checked and had their references followed up. Emma's Angels employees aim to provide your child with a warm nurturing environment where they will feel safe and happy.

Our employees attend two in-house training days on Saturday's throughout the year, along with termly room team meeting and regular site meetings to ensure effective communication and delivery of our service. Employees have individual development plans and access qualification's ranging from Level 2 and 3's, Foundation Degree's and Degree's.

All Emma's Angels employees are trained in Paediatric first aid, allergies and allergens, food hygiene and safeguarding children. We are constantly providing extra training to keep all staff up to date and help stimulate new ideas for play.

We have an EYFS Manager who leads the delivery and staff training of the EYFS. Our EYFS Manager works across all rooms, to ensure that all children and staff are receiving the best possible support. They are aware of where all the children are developmentally and are responsible for the whole of the EYFS management.

Policies

We have a number of policies and procedures which govern the daily life at Emma's

Angels.

Some of these policies include Safeguarding, SEN/ Disability and Inclusion, Behaviour management, Equal Opportunities for children and staff, No Smoking, Health and Safety, Complaints, Parental Involvement, Sick Child.

A full copy of the policies and procedures can be found on the parent carer's information table and are also available on the babysdays portal. If you require them in another format such as tape, computer disk, large print, or Braille we can arrange this for you.

Health and Safety

At Emma's Angel's we follow strict health and safety guidelines. Risk assessments are carried out daily and equipment repaired or replaced as appropriate. We carry out regular fire drills to ensure the safe evacuation of the building.

At Emma's Angel's we have an intercom entry system on entry to the grounds of the nursery and on the entrance to the building. Parents or visitors will only be allowed entry once they have been identified by a member of staff.

Parental involvement

We want to be an extension of your family, and we welcome parent/carers as this helps us to evaluate the service, we offer you and your child.

Parents are a particularly important part of Emma's Angels. Our staff will keep you up to date with the nursery's topics and activities through our monthly newsletters; we also display the weekly activities on the notice board so that you can see at a glance what your children will be taking part in.

We involve our families through lots of play and stays, celebration meetings and meetings on teams.

First Aid

All employees have been trained in Paediatric first aid; new employees are required to complete their first aid training within the first 3 months of their employment.

Should an accident occur that requires a hospital visit we will contact the parents and the emergency services immediately, a member of staff will accompany the child and meet the parents at the hospital. Permission for emergency treatment will be asked for at the registration of your child and the consent and registration documents will be taken to the

hospital.

All accidents will be recorded on babysdays and an email will be sent to you, for you to log into the app and for you to sign.

Medication

For children who are on medication and must take it while in the setting, parent/carers are required to complete a medication record form on babysdays. This gives permission for a member of staff to administer the medication. Two members of staff will sign the form when they have given any medication.

Parent/carers receive a notification through babysdays and they will sign to acknowledge that they have been told that their child has taken their medication and the time and dosage given.

Change of Clothes

Your child will be having lots of fun playing with messy activities and outside, so we ask that you provide lots of changes of clothes for your children's comfort as our supply can be limited at times.

If your child is still in nappies, we fully supply all nappies and wipes. If you are accessing any funding this will come under a consumables fee as nappies and wipes are not included in your funding.

Paying your fees and funding

The preferred method of payment at Emma's Angels is standing order, Tax free childcare or workplace vouchers. Payment is due on the 1st of each month in advance of your childcare. Should you have any difficulties paying your fees or need advice or support, please speak to Emma who will be happy to talk through matters in confidence.

Our fee's for nursery for a full-time place are worked out over 51 weeks, this is the deduction for Christmas. We will also deduct any funding you receive. Your payments will then be divided over 12 months.

For a place in our forest school pre-school your fee's are worked out over 39 weeks, we will deduct any funding before dividing your place over 11 months. As this facility is just term time only you will not pay in August.

For an out of school club place, your payment will be divided over the number of school weeks and divided by 11. You do not pay in August.

Nursery Holidays

You are required to pay for an absence from the setting for family holidays. We have also included an option for you to swap a day for free (subject to availability). The setting is closed on all statutory bank holidays and will close on any additional day declared a national holiday. The setting closes for 1 week at Christmas, this is normally between Christmas and New Year.

SEN/Disability/Inclusion

Our employees embrace the wonderfully diverse community we live in and we will make every effort to ensure every child no matter what need the same opportunity have to access all play and learning. Every child has an individual play care plan this enables us to monitor each child's needs on an individual basis. We will work closely with parents and outside agencies to help us meet your child's needs. Our employees attend a variety of courses that help to support children with a variety of needs.

Car park

Emma's Angels parents may use the car park before 8am, then it will re-open between the hours of 4.30-6pm and all day in the holidays. Please be aware that there is a barrier when driving into the car park, but this will open once driven up to at the above times.

We hope this provides you with all the information you require regarding our nursery, forest school and out of school facility, however, please do not hesitate to contact us regarding any concerns or queries you may have.

Senior Staff on site:

Manager/Owner (level 5)

Emma Dewhurst

EYFS Manager (Level 6)/Deputy Site Manager

Emma Holden

Forest School and Well-being Manager (QTS and Forest School Level 3)

Gemma Atkinson

Third in Charge(Level 5)

Emma Kenyon

Baby Room Manager (Level 3)

Lindsey MacGregor

Room Manager (Pre-school) Level 3

Fiona Robinson/Bethany Geldard

Room Manager (Toddler) (Level 5)

Lisa Elliott

Room Manager (oos)

Sandy Charlesworth

Emma's Angels Day Nursery Ltd 6590199

Price List

£50.00 registration fee per family for nursery

£100.00 deposit is required for a nursery place, this is deducted from your first month's fee's.

Should you require any more information please contact the setting on 0113 2506611

Under 3 years.	Daily rate	Consumables/ Specialist teaching fee
7.30am—6pm	£70.00	£8.00
7.30-1	£43.00	£5.50
1-6	£40.00	£5.50
Early drop off from 7.15am	£3.50	

A term after your child's third birthday	Daily rate	Consumables/ Specialist teaching fee
7.30am—6pm	£63.00	£9.50
7.30-1	£35.00	£6.00
1-6	£32.00	£6.00
Early drop off from 7.15am		

Expression of Interest

Please complete this form if you would like your child (ren) to be added to our waiting list. Please return it with your registration fee of £30.00 and your nursery deposit of £100.00.

Bank Details: Emma's Angels Day Nursery Ltd, Acc No: 06924979 sort code: 12-24-82

Please select

Baby room ☐ Toddler room ☐ Pre- school ☐

Main Nursery (All Year round)

Start date required:

	Monday	Tuesday	Wednesday	Thursday	Friday
7.30-6					
7.30-1					
1-6					

Forest school Pre-school (term time only)

Start date required:

	Monday	Tuesday	Wednesday	Thursday	Friday
9.10am-3.20pm					
9.10am-12.10pm					
12.20-3.20pm					

Name of child:

D.O.B of child

Names of parents / carers:

Address:

Contact Numbers:

By signing this document, I am giving consent for my information to be placed on the babysdays system Emma's Angels use for children, this will enable Emma's Angels to send me a link to complete the necessary forms for my child to register:

Signed: (parent/carers)

Date