

2015/16



Rivington Ave
Platt Bridge
Wigan
WN2 5NG

PLATT BRIDGE COMMUNITY CHILDCARE LTD



Childcare information for parents/carers

Day care
Wrap-a-round care
Out of school care
Holiday club

SureStart

PLATT BRIDGE COMMUNITY CHILDCARE LTD

Platt Bridge Community Childcare works in partnership with Platt Bridge Community School and Children's Centre to provide childcare facilities on site for children aged 2 years to 11 years. The group is managed by a committee of company directors on a voluntary basis.

The services available are:

- Day care for 2-3 year olds (all year round)
- Nursery education sessions for 3 year olds
- Wrap-a-around care for 2-4 year olds
- Out of school care (evening and breakfast) for 2 - 11 year olds
- Holiday club for 2 - 11 year olds

Full Day Care and wrap-a-around care

The nursery is organised into different age groupings:

- 2- 3 years
- 3-4 year olds

In the nursery we have

- 20 (full time) places for 2 years to 3 year olds
- 26 (full time) places for 3-4 year olds
- 30 part-time maintained places for 3-4 year olds

(Children will move rooms on an individual basis according to their age and stage of development. Children will receive 15 hours free nursery entitlement the term following their 3rd birthday)

Staff ratios are:

- 1 adult for every four 2 year olds;
- 1 adult for every eight 3-4 year olds.

The ratio for the maintained nursery children is 1 adult for every 13 children.

2 Year old Funded Places

Platt Bridge Community Childcare provide 2 year old funded places for children who meet the specified criteria. Please visit the family information service on Wigan council's website and complete the correct form to find out your child's eligibility.

Different attendance options are available for the free nursery entitlement. Free sessions may be extended by paying for wrap-a-round care.

Session times and charges

Day care

The day care operates Monday - Friday 8.00 a.m. - 6.00 p.m. for 50 weeks of the year, including the school holiday periods. The nursery grant funded sessions for 3-4 year olds are Monday to Friday, from 9.00 - 12.00am or 12.30 - 3.30pm during school term-time (38 weeks), core days are also available.

Children who are attending day care, who are not yet eligible for free places will be charged for 50 weeks per year; no reduction of fees will be made for absence due to sickness.

Fees 2-3's

- | | | |
|------------|---------------------|--------|
| • Full day | 8.00-6.00 | £32.00 |
| • Half day | 8.00-1.00/1.00-6.00 | £17.50 |

These fees include all meals and snacks. They apply to all children until they are eligible for nursery grant funding.

Parents/carers are required to supply nappies and baby milk formula.

Wrap-a-round care

The term following their 3rd birthday children can access a nursery grant funded place. They are entitled to 15 hours free per week term-time only.

Parents/carers can purchase additional childcare to wrap-a-round education sessions. Additional childcare is £3.50 per hour. Please see childcare manager for further information.

2-11 years breakfast club and after school care

We offer before and after school childcare facilities for children aged 3 to 11 years. Opening hours and fees are:

Breakfast club (4-11 years)	8.00 am - 9.00 am	£3.00
Breakfast club (2-3 years)	8.00 am - 9.00 am	£3.50
After school club (4-11 years)	3.30 pm - 6.00 pm	£7.00
After school club (2-3 years)	3.30 pm - 6.00 pm	£10.50

Fees include breakfast or a tea time snack.

Parents/carers may choose to book a regular place for their child or places may be booked as required.

All children are able to use breakfast club on a drop in basis. A member of staff or parent will sign them in.

If parents/carers wish to cancel their child's out of school place, 24 hours notice is required. Parents will be charged the full amount if the childcare manager is not informed of the cancellation within this time period.

Holiday care 2-11 Years

Holiday care is available during all school closure periods. Places can be booked in advance to guarantee the days required, or booked the day before by contacting the Childcare Manager or Deputy Manager.

Holiday care	Full day 8.00 am - 6.00 pm (4-11 years)	£23.00
	Full day 8.00 am - 6.00 pm (2-3 years)	£32.00
	Half day 8am - 1 pm/1pm - 6pm (4-11 years)	£11.50
	Half day 8am - 1 pm/1pm - 6pm (2-3 years)	£17.50
	Core day 9.00 am - 3.30 pm	£18.50

Fees include breakfast or a tea time snack. Children who attend until 1.00 pm will be required to bring a packed lunch.

Booking forms will be sent out to all parents/carers prior to a school holiday period.

Payment of childcare fees

Platt Bridge Community Childcare Directors have agreed that fees will be paid in advance for all contract childcare places. Fees will be paid 2 weeks in advance. Fees can be paid in cash or by cheque. Cheques are to be made payable to Platt Bridge Community Childcare. If fees are in arrears by two weeks your child's place will be withdrawn. Please speak to the Childcare Manager if you are having difficulties paying your fees.

Late payment fee

Children must be collected on time from Nursery or After School Club. Our late collection policy will be instigated for children who are collected late. Parents will be charged a rate of £5 for each 15 minutes.

Policies and procedures

Please refer to our policies and procedures file for further information. A copy of all our policies and procedures are available for parents/carers to view at any time. A file is kept outside the childcare office and in the hall during breakfast, out of school and holiday club.

Our policies and procedures include:

Safeguarding

Inclusion

Behaviour

Equal Opportunities

Admissions

Health and safety

Parental partnership

Complaints

Fire evacuation
Nutrition
No smoking
Alerting emergency services
Risk assessment
Procedure in the event of a child not being collected
Missing child
Staffing organization
Staff induction, development and training
Suitable person
Organisation
Care, learning and play

Complaints

Our complaints procedure is displayed on the notice board near the childcare office. Please refer to this procedure if you wish to make a complaint.

Early Years Curriculum

At Platt Bridge we use the Early Years Foundation Stage to plan for children age 0-5 years. This curriculum is based on the needs of young children and is planned to support the development and learning of young children.

These early experiences are all planned to help children work towards the Early Years Foundation Stage Curriculum that has been developed by the Department for Education and Skills for children from birth to 5 years.

The Early Years Foundation Stage curriculum includes early learning goals. These early learning goals set out what most children are expected to achieve by the time they are 5 and ready to move into Year 1. They also help the staff working with children from birth to 5 to focus on what children need to learn.

Full copies of the following documents are available for reference or loan:

Early Years Foundation Stage DfES Publications Ref: 00012-2007PCK-EN

Organisation of the Nursery Day

Throughout the day, the children are cared for by a team of appropriately qualified and experienced early year's practitioners.

The rooms are equipped with a range of high quality play resources to support effective early years care and education.

We aim to provide the children with lots of opportunities to develop a variety of skills and introduce them to a range of new experiences. These include:

- Helping children to feel safe and secure and to develop positive relationships with other children and familiar adults.

- Supporting children in gaining independence and looking after their own needs.
- Encouraging their talking and listening skills; helping them to enjoy books, talk about stories and develop important pre-reading and writing skills.
- Helping children to express their thoughts and ideas through talk, imaginative play, music, dance, painting, play dough modelling.
- Encouraging children to explore their environment, finding out how things work and why things happen - this includes, for example, digging in the garden, planting seeds, baking activities, making play dough, playing with sand and water, recording changes in the weather and much more!
- Developing children's physical skills and control of their body through the use of balancing and climbing equipment, trikes, slides, bats and balls, building blocks and opportunities to walk, run, jump and climb in the outdoor area. Also using scissors, pens and pencils with increasing safety and control.
- Introducing children to numbers and maths through lots of everyday activities - counting toys, snacks, building with bricks of different shapes and sizes, filling and emptying containers in the sand and water.

These are just some of the ways that your child will be learning whilst in the Nursery. All of the experiences we plan for your child are practical and encourage children to see learning as fun. Many of the activities do not result in a 'piece of work' to take home - so please don't be disappointed if your child doesn't do many paintings or drawings; they are still learning many valuable skills and gaining lots of knowledge. All the children have an individual file in Nursery - this includes written observations by staff, photographs of your child playing, some samples of work (drawing, cutting out etc) to record your child's progress whilst in nursery. Please ask a member of staff if you would like to see your child's records. These will be passed on once your child moves to the next age group.

The children will have opportunities throughout the day/session to join in with small and large group activities, work independently and work alongside other children and adults. They will be provided with healthy snacks and drinks during each session.

In order to keep you informed about what the children will be doing in Nursery each week and share ideas for you to continue at home, we send home regular newsletters.

We will tell you about the range of activities and experiences that we have planned to support and encourage your child's development and learning.

Meals

Hot meals are prepared on a daily basis and are catered in from an outside agency. A weekly menu is available and is on display on the parent's notice board.

Breakfast, lunch and tea are served daily, as well as morning and afternoon snacks. Special dietary needs will be catered for where possible. Prior to your child starting nursery, we will ask for more information about your child's dietary needs.

Organisation of out of school and holiday club

Prior to starting out of school or holiday club we will ask you to complete our information booklet. This tells us all the things we may need to know about your child to help them settle in. Our staff plan interesting and fun activities which reflect the experiences that children may have at home. We hope to provide a relaxed atmosphere where children are able to participate in activities they enjoy and an opportunity for them to play with their friends.

Other services available

At Platt Bridge we are a DfES designated Children's Centre. This means that we offer a range of services for children under 5 and their families. In our reception area you will find our Children's Centre 'What's On' which tells you about all the services you can access. These include health services, training for parents, groups for parents and children, such as toddler groups, etc. We are always keen to listen to you views and ideas about the services you would like to see on offer.

Please contact our Centre Development Worker, Louise Bridge, or the Children's Centre on 01942 487764 to find out further details.

2-3's childcare places:

Please contact our Childcare Manager, or Deputy Manager, on 01942 487998 to arrange a visit or discuss arrangements. You will be provided with a registration form to identify the days and times that you require for your child.

Once your application is confirmed a home visit will take place when convenient, where yourself and your child will get to meet their keyworker and discuss any requirements you may have for your child. From there a date will be agreed where your child will be invited for an hour settling in session. After this session a start date will then be arranged.

We will provide you with a contract that you will need to complete and return prior to your child taking up their place. 2 weeks fee deposit is required before take up of the childcare place for any paid sessions.

Please feel free to ask us any questions at all. We want both you and your child to feel happy and settled as soon as possible.

To book an out of school place or holiday club place

Please contact the Childcare Manager as above.

Principles of Effective Practice Birth to Five

At Platt Bridge we aim to provide the best start for children. We work in partnership with their families and other services to ensure they stay safe, are healthy, become school ready and make a positive contribution to their community and the wider world.

We do this by...

- Inviting all families to access our children centre services and offering support when they need it the most
- Providing a nominated key person who works in partnership with parents/carers and other agencies, building trusting and respectful relationships
- Ensuring our well qualified practitioners continue to learn and develop their practice to benefit the children in their care
- Providing nurturing, rich and stimulating learning experiences in an environment which offers high quality resources indoors and out to enable all children to learn with enjoyment and challenge
- Observing children to build on what they already know and can do and planning next steps for them to achieve, sharing these with parents.
- Identifying children who need extra support at the earliest opportunity so that they can access a personalised learning programme including nurture groups, EAL and speech and language groups
- Personalising provision to meet children's individual needs and interests
- Welcoming all children and families, promoting positive attitudes to diversity
- Arranging smooth transition between home and early years settings by completing home visits and inspire sessions for every child.
- Enabling parents to share in their child's learning through activities, visits and events.
- Offering a broad range of opportunities by involving children in the community, instilling a natural curiosity for children in their rapidly changing society
- Providing a wide range of healthy foods and physical activity sessions to promote good health. Children are actively involved in healthy eating, tooth brushing schemes and weekly snack walks to purchase healthy snacks
- Raising aspirations by providing development and training opportunities for practitioners, parents, trainees and volunteers
- Engaging in monitoring, review and self-evaluation

Our philosophy at Platt Bridge is that all young children learn best when they are happy and secure. Our curriculum and practice is based on a child centred approach to learning and informed by the themes, principals and practice within the Early Years Foundation Stage.

If you wish to discuss any issues with regard to any nursery or childcare place please contact:

Lavern Shelford Head of school on 01942 487999



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