



# PARENTS' WELCOME BOOKLET

WELCOME TO CHIDCARE HAPPY DAYS





Dear Parent / Carer

Thank you for your interest in Childcare Happy Days. We aim to provide professional care for children from 3 months to 8 years of age, in a nurturing, stimulating environment, which is safe and secure. In this supportive environment your child will be able to learn through play and follow the EYFS curriculum that will help them progress, learn and achieve.

We are always interested in your ideas, concerns and your support. Communication with parents is critical to our programme. We seek to form a partnership with you to ensure your child's and family's individual needs and concerns are met.

Your child is about to start nursery for the first time. This is a very important stage in your lives and I'm sure that it is a day that you will never forget! You probably have a lot of questions to ask. I hope that this pack will answer most of them and help you to prepare yourself and your child for nursery.

Please remember when reading the content of this pack that our priorities are your child's safety and happiness. We aim to enable you to leave your child/ren in our care; confident that they will be happy and well looked after while you work, study or play, giving you peace of mind. We know that there is large amount of information however we do feel that this is needed so that you are able to make an informed choice.

We encourage prospective parents to visit our setting to see us in action.

Yours sincerely

Childcare Happy Days Team





We are 18 place childminding setting. We are a small and friendly setting with a happy atmosphere. We have good, positive relationships with all of our parents. Our setting is very multi-cultural with a variety of children from different ethnic backgrounds; our team is also culturally diverse.

We are open Monday to Friday from 7am until 7pm, closing for 2 weeks around Christmas and New Year, Good Friday and Easter Monday.

We offer 15 or 30 hours free early education sessions funded by Sutton Council. We also accept childcare vouchers.



We have four dedicated play rooms. We have large outdoor play area, with a variety of outdoor resources.

## Meet our team



**Ilona Angelova**

**Trainings and qualifications –**

- Level 5 Diploma Leadership and Management in Early Years Setting
- NVQ level 3 in childcare
- First Aid training
- DBS check
- Child protection basic awareness
- Food Hygiene certificate Level 2
- Child protection Level 3
- Equality and Diversity Level 2
- Promoting positive behaviour
- Improving children's learning through play
- The Prevent Duty
- Supporting Early Development speech

**Katya Tokova**

**Trainings and qualifications –**

- Early Years Educator Diploma
- First Aid training
- DBS check
- NVQ level 3 in childcare
- Child protection and safeguarding
- Understanding and leadership and management
- Food Hygiene certificate Level 2
- Early child Development Foundation
- Supervision and Appraisal in Early Years Setting
- Recognising and support children with SEN

**Yasen Popov**

**Trainings and qualifications –**

- NVQ level 3 in childcare
- First Aid training
- DBS check
- Understanding leadership and management
- Child protection and safeguarding

**Emma Deshkova**

**Trainings and qualifications –**

- First Aid training
- DBS check
- Child protection and safeguarding

Our setting



9



## Childcare fees September 2019-September 2020

Attendance	Price per hour	Price per week	Price per week
Attending 5 days a week	£ 6.10	£ 61.00	£305.00
Attending 4 days a week	£ 6.50	£ 65.00	£260.00
Attending 3 days a week	£ 6.75	£ 67.50	£202.50
Attending 2 days a week	£ 7.00	£ 70.00	£140.00
Attending 1 day a week	£ 8.00	£ 80.00	£80.00

Attendance	Price per hour	Price per session
Before school session – 7:00am – 9:00am include breakfast and drop off to the school	£ 7.50	£ 15.00
After school club – 3:00pm – 6:00 pm include snack, dinner and pick up from school	£ 7.25	£ 21.75

\*These prices are updated September each year.

### Terms of Agreement:

- Any additional sessions are billable at the end of the month.
- One calendar month notice is required to decrease or increase sessions on a regular basis.
- Casual sessions may be available on request, subject to availability.
- Sessions and days not interchangeable.
- In the unlikely event that we have to close due to unforeseen circumstances or adverse weather conditions, the fees are still payable.

### Payment

- Invoices are sent out monthly, fees are payable monthly or weekly. Monthly fees must be paid at least one month in advance, by the first working day of the month, or late charges will apply. Weekly fees must be paid every Monday. The methods of payment are either cash or online payment.

### Holidays and sickness

- Full fee – when our setting is open and child's absent due to Parent/child sickness, Occasional day off parent/child, Parent/child holiday or any other reason
- No Fee - when our setting is closed

### Deposit

- A deposit will hold a place open for a child for an agreed period of time. The deposit is normally retained by the childminder until the end of the contract and used in payment (or part payment) of the final months' invoice. It may also be used in case of non-payment of fees (including accrued overtime or late fees) by parents.

### Registration fee...

We require £15.00 registration fee to cover the paperwork cost and child's personalised book bag. This fee is one off payment and is non-refundable. Could be paid by cash or bank transfer.

## Free Early Years Educational Entitlement



Funding is available for 38 weeks per academic year and can be accessed Term-time only.

Parents will be provided with funding calendar for the whole academic year. It is important that parents/carers know exactly what days in the year they will be able to receive funding.

Parents will be asked to fill in and sign Parents declaration form once they are entitled to use funding.

Funded hours, sessions can be taken between 7am and 7pm Monday to Friday according to our availability.

<b>If your child is born between:</b>	<b>They are eligible for a free place from:</b>
1 <sup>st</sup> April and 31 <sup>st</sup> August	1 <sup>st</sup> September
1 <sup>st</sup> September and 31 <sup>st</sup> December	1 <sup>st</sup> January
1 <sup>st</sup> January and 31 <sup>st</sup> March	1 <sup>st</sup> April

Sutton borough allocate the hours each term that I can claim funding for as follows-

<b>Funding Period</b>	<b>Inclusive funding period dates</b>	<b>weeks</b>
Autumn 2017	01/09/17 to 31/12/17	14
Spring 2018	01/01/18 to 31/03/18	12
Summer 2018	01/04/18 to 31/08/18	12

**2 years old – 15 hours** - Free childcare for two years old is not a universal offer, only eligible children may access this funding via an application process. Parents can apply for two years old funding online by visiting [www.childcarechoices.co.uk](http://www.childcarechoices.co.uk)

**3/4 years old funding – Universal (15 hours per week)** - All 3 to 4 years old are entitled to free early education childcare for 15 hours per week during *term-time*\*.

**3/4 years old funding – Extended (30 hours per week)** - Eligible 3 and 4 years old are entitled to 30 hours a week of free early education or childcare. Parents can apply for 30 hours free childcare online via [www.childcarechoices.co.uk](http://www.childcarechoices.co.uk)





## Registering Your Child

**Step 1** - When you contact us we will arrange a visit at convenient time for you to look around. Before or after the visit we will send you our Welcome Parents' Booklet and Copy of our Policy and Procedures via email.

**Step 2** - A member of staff will contact you as soon as a place for your child becomes available. Once the place has been accepted and deposit and registration fee has been paid we will provide you with our parent pack which includes – Contact, Terms and Condition and Policy Agreement.

**Step 3** - Once you have completed and signed the paperwork you must then bring in;

1. child's birth certificate
2. parent address proof
3. parent ID

If you are claiming for the 2 years old free early education sessions you must bring;

- Evidence of eligibility

**Step 4** – A member of staff will contact you around 2 weeks before your child's starting date to arrange settling in sessions.

**Step 5** – After the first session we will give you to complete a pack of forms which will provide us with in depth information about your child. This will help us to meet your child's needs effectively and provide the care you wish for your child.





## Settling in

We understand how difficult it is for parents to leave their child in childcare and return to work. We will therefore work with you to ensure your child is settled and that you are happy with the care that we aim to provide.



We like to organise settling in sessions for the parents and child. This gives us the opportunity to provide us with lots of information about your child, their likes and dislikes, routines, favourite activities, how to comfort them if they become upset and how they have reacted when left before. It gives us the opportunity to start to build a relationship with you and your child and to understand both your needs and wishes.

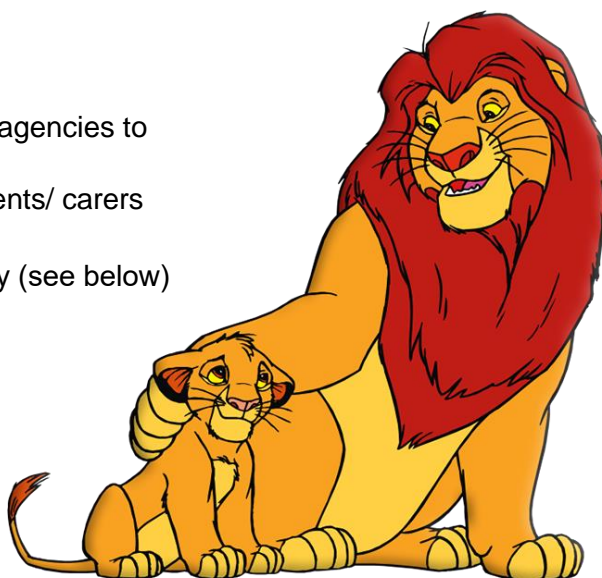
The dates, times and durations of the settling in sessions will be discussed and planned individually for each child.

If the child is still distressed after a month, and we feel that your child does not benefit our services, we may consider terminating the contract.

## Key Person System

During admission every child is allocated a key person (a member of staff). The key person role is to make the child feel cherished and thought about by someone in particular while they are away from home. The key person must ensure that parents know all about their child's day. Key person responsibilities include

- Settling the child into the setting
- Liaising with relevant staff and other agencies to discuss any concerns
- Communicating and liaising with parents/ carers
- Making observations on the child
- Updating your child's learning journey (see below)
- General care of your child
- Planning activities for your child.



The key person has a powerful impact on the child's well-being, their mental health, and their opportunities to think and learn. Through a strong key person relationships and daily observations of the children we are able to plan appropriate activities which meet the children's interests and needs.

## Individual Planning, Learning and Activities

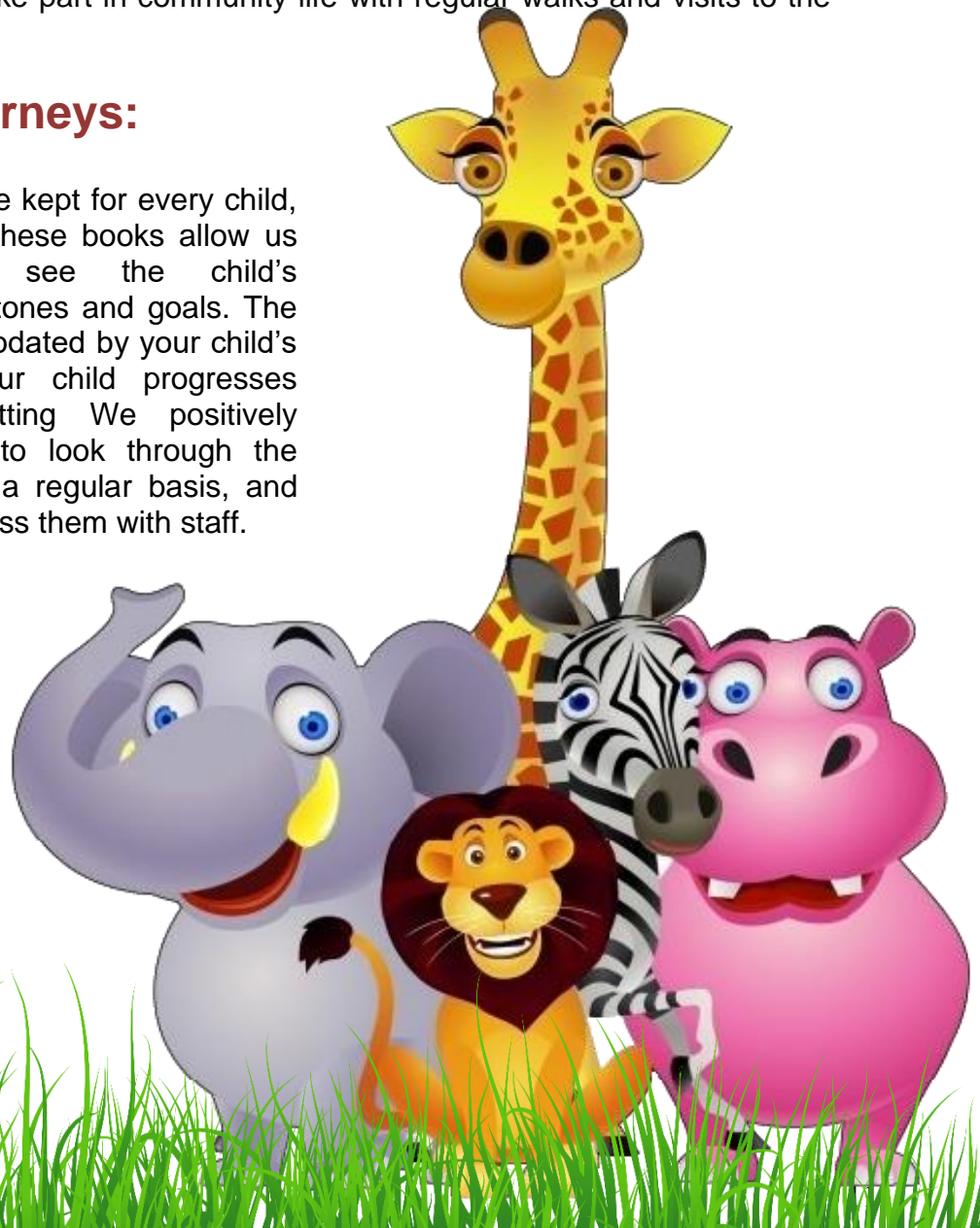
All children shall work towards the Early Years Foundation Stage Curriculum, according to their age and stage of development.

Our overall approach to the children's learning & development is child initiated learning. The majority of activities we do with the children are initiated by the child. We do this by using our observations of each child to find next steps for the child, which will develop their learning. These 'next steps' are used in our weekly plans as fun activities for the children to do. By taking this approach we are ensuring that the children 'enjoy & achieve'. We focus on different children each week, this ensures all children have equal access to the curriculum. We know that what we do helps children because we can see the progress the children make and have evidence of their progress in their learning journeys. Our evaluations help us to identify how well the children are progressing.

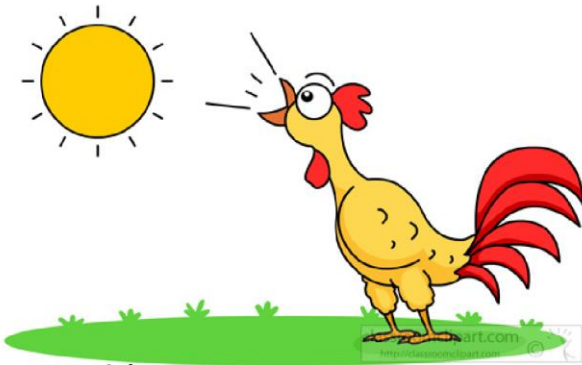
Outside of the setting children enjoy trips out, such as the farm or the interactive museum. We also take part in community life with regular walks and visits to the library.

### Learning Journeys:

Learning journeys are kept for every child, regardless of age. These books allow us and parents to see the child's achievements, milestones and goals. The learning journey is updated by your child's key person as your child progresses throughout the setting. We positively encourage parents to look through the learning journey on a regular basis, and are welcome to discuss them with staff.



# Daily Routine



## Morning routine

- **Welcome** - chat with parents

### Breakfast 8am (ish)

- Wakeup-shake up activity
- **Group conversation** - what do we want to do?
- **Outing?**
- **Invitations to play-related to Theme of the week**
- Link to individual planning
- New experiences
- Continuous provision

### Snack time 10.30am (ish)

**Focus** - Letters and Sounds phase 1 games - related to 'Preparing for school planning'

- **Outdoor/Indoor play**
- **Group conversation** - what do we want to do?
- **Focus** - literacy / books

### Lunch time 1pm (ish)



## Afternoon routine

- Sleep for little ones - quiet play / rest time
- **Group conversation** - what do we want to do?

### Afternoon snack - 2:30 (ish)

- Invitation to play** - related to Theme of the week
- Link to individual planning
  - New experiences
  - Continuous provision

School run 3 - 3.30pm

- **Focus** - Maths
- **Focus** - music and movement

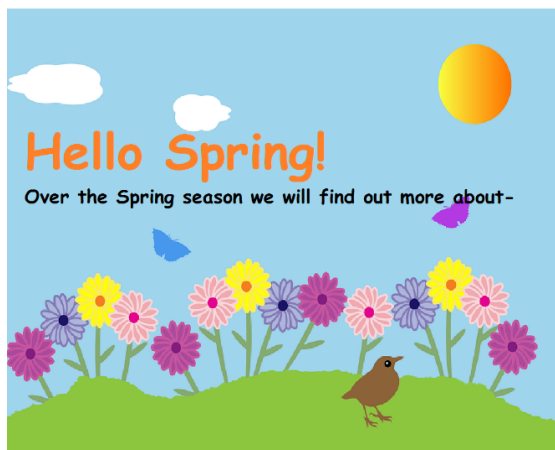
### Tea time 4.45 - 5.15pm

- Television / quiet time

**Home time** - chat with parents

**Daily diaries sent to parents!**

# Curriculum



**Hello Spring!**  
Over the Spring season we will find out more about-



Theme of the week-

- Mother's Day
- St Partic's Day
- World book Day
- Red Nose Day
- Easter



Theme of the week-

- Spring flowers
- Spring animals
- Superheroes
- Gardening for spring



Theme of the week-

- The Space
- Minibeasts
- Healty Eating
- Spring weather
- Healthy teeth



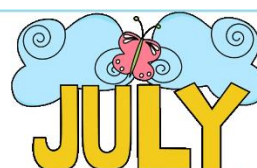
Over the Summer season we will find out more about-

**Hello Summer!**



Themes of the week-

- World Oceans Day
- Father's Day
- Wimbledon
- Picnic Day



Themes of the week-

- Tanabata
- Summer sun
- Holidays and places around the world
- All about me
- All about my family



Themes of the week-

- Farms and Farm animals
- Seaside
- Carnival
- School starting soon



**Hello Autumn!**  
Over the Autumn season we will find out more about-



Theme of the week-

- Reading and story telling week
- Sensory experience in Autumn
- Animals in Autumn
- Harvest Festival



Theme of the week-

- Garnd-Parents day
- Fire safety week
- Black History Month
- Apple Day
- Halloween



Theme of the week-

- Bonfire night
- Remembrance Day
- Night and Day
- Hibernation



**Hello Winter!**  
Over the Winter season we will find out more about-



Theme of the week-

- Christmas



Theme of the week-

- Snow and Ice
- Epiphany
- Animals in Winter
- Australia Day



Theme of the week-

- Valentines's Day
- Chinise New Year
- Pancake Day
- Birds in winter

Dear Parents,

Please visit our website for more information -

Website – [www.childcarehappydays.com](http://www.childcarehappydays.com)



If you have any questions, please do not hesitate to contact us -

Tel: - 07411189779

Email – [myhappydays1000@gmail.com](mailto:myhappydays1000@gmail.com)

Website – [www.childcarehappydays.com](http://www.childcarehappydays.com)

Facebook page - <https://www.facebook.com/childcarehappydays/>

