**The Honey Bee Daycare Parent’s Handbook**

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 **New child starter pack**

**Name of child:**

**Contents:**

**Parents handbook** (parents to keep)

**Child record form** (fill-in and return to the daycare)

**Declaration form’s** (tick, sign and return to daycare)

**Reading borough council early years funding agreement form** (fill-in and sign, return to daycare)

**Eylog** parent information and consent form (sign consent form and return)

**Welcome!**

The staff would like to welcome you and your child to The Honey Bee daycare. We hope the time you spend with us will be very enjoyable and rewarding.

**The Honey Bee daycare aims to:**

* provide high quality care and education for children who are primarily below statutory school age
* provide a safe, secure, stimulating and friendly environment
* work in partnership with parents to help children learn and develop
* add to the life and well-being of the local community
* to value and respect each individual, ensuring equality for all children and families

**We can offer your child:**

* A safe and stimulating environment
* Generous care and attention, with a ratio of adults to children - 1:8 3-5 year old, 1:4 at age 2 1.3 babies.
* A chance to join with other children and adults to live, play, work and learn together
* The support needed to take forward her/his learning and development by being helped to build on what she/he already knows and can do
* Their own key person who makes sure that initially she/he settles in well and that they make satisfying progress throughout their time at The Honey Bee daycare.
* A daycare in which parents help to shape the service it offers

The intention of this handbook is to give you all the information you need to ensure that your child's transition into nursery life is as much fun and as problem-free as possible.

The Honey Bee daycare has adopted a number of policies that have been devised to ensure that every child's experience of nursery is as safe, stimulating, healthy and fair as it can be. A copy of all the policies can be found on our website and is available for you to look at, at the honeybee daycare. Please take the time to read through them as they will answer a lot of the questions you may have and also assure you that we take the care and education of your child very seriously. If at any time you have any questions or concerns please don't hesitate to speak to a member of staff.

**Our Mission**

It is our mission to enable young children to thrive in a warm and caring environment, develop children’s growth and encourage parent partnership. We prepare children for the next level of education with a passion to learn and to participate with manners, respect and integrity.

All children in our care will thrive in our dedicated, nurturing and inspiring environment that will be the strong foundation to them becoming productive, well-adjusted members of society.

**We are open for the following sessions:**

**WILLOWS CHESSNUTS**

**Monday 9.00am – 3.00pm 9.00am – 3.00pm**

**Tuesday 9.00am – 3.00pm 9.00am – 3.00pm**

**Wednesday 9.00am – 3.00pm 9.00am – 3.00pm**

**Thursday 9.00am – 3.00pm 9.00am – 3.00pm**

**Friday**   **9.00am – 3.00pm 9.00am – 3.00pm**

**Sessions are either:**

**Morning 9.00am – 12.00pm Monday - Friday**

**Afternoon 12.00pm – 3.00pm Monday - Friday**

**30 hour funded 9.00am – 3.00pm Monday - Friday**

**Fees and Funding**

Fees are the responsibility of the parents/carers until the beginning of the term after their child reaches 3. You may be eligible for funding for your two year old. If you are on low income, the local authority can give you further details.

We also accept 30 hour funded children you will need to provide the code once registering your child.

The fees for children that do not receive funding are as follows:

2-3 room Willows £30.00 per session 9.00am – 12.00pm or 12.00pm – 3.00pm

3-5 room Chestnuts £30.00 9.00am – 12.00pm or 12.00pm – 3.00pm

 9.00am – 3.00pm £55

9.00am- 5pm £78

Fees will be invoiced at the start of term and payment must be paid with one week of issuing invoice.

 There will be **no refunds** for any absences.

Settling in visit

Once we receive your registration form, we will offer you (the parent/ carer) and your child a 1 hour taster session. This will give your child a chance to familiarise themselves in the environment.

Late Collection of Children

The Honeybee Day care is insured to look after your children during the session times. If you arrive too early at the beginning of the session or too late at the end of the session, your child/children will not be insured and this leaves our staff in a difficult position.

The Staff would therefore ask that you adhere to the session times and in cases of emergencies you are going to be late collecting your child, we would ask you to ring the Manager on: 0118 9665040

Parents/Carers who are 10 minutes late or later in collecting their children will be charged £10.00 per 10 minutes to cover the extra costs of staff staying late to look after your child. Continuous late collections will be recorded and kept on file.

**The Curriculum provided by The Honey Bee Daycare**

Children start to learn about the world around them from the moment they are born. The care and education offered by The Honeybee daycare helps children to continue to do this by providing all of the children with interesting activities that are right for their age and stage of development.

At The Honey Bee Daycare we follow the Revised Early Years Foundation Stage (EYFS)

This is broken down into three Prime Areas of Learning:

* Personal, Social and Emotional Development (PSED)
* Physical Development (PD)
* Communication and Language (CL)

There are four Specific Areas of Learning:

* Literacy (L)
* Mathematics (M)
* Understanding of the World (UW)
* Expressive Arts and Design (EAD)

Within each of these areas there are additional categories and these are then affiliated into phases of development. When staff record observations about the children they link these to the EYFS and the individual categories that they fall into. Staff summarise the children’s development three times a year, using these observations, and share these through the Eylog and parents’ evening. All children’s development will be recorded and uploaded to their personal Eylog.

Most of our time is spent playing; there are a variety of activities and resources offered each day, all of which are selected for a particular purpose and based around our topic of the week. The key person also plans focused activities which help them gain more experience on a particular area of development. Sometimes we put out recourses or toys that the children have shown an interest in, or they have requested that we have out. At other times it is a recommended next step to enable the children to progress and develop. Often we have spontaneous activities based on a current fascination or something that we have seen. Play helps young children to learn and develop through doing and talking. In some of these activities children decide how they will use the activity and, in others an adult takes the lead in helping the children take part in the activity.

We also spend a lot of our time outdoors. Playing and exploring in the garden or making visits to the local park. Parents are advised to make sure appropriate and suitable clothing are provided depending on the weather, as they will be expected to play or go outside in most weather conditions.

**Staff working together for your children**

The Honey Bee Daycare operates with a 1:8 (3 years +) or a 1:4 (2 years) ratio 1:3 (babies) of adults to children in the setting. This enables us to:

* Give time and attention to each child
* Talk with the children about their interests and activities
* Help children to experience and benefit from the activities we provide
* Help children to explore and be adventurous in safety

**Key persons**

The Daycare has a key person system. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key person will be the person who works with you to make sure that what the daycare provides is right for your child's particular needs and interests. When your child first starts the honeybee daycare their key person will help them to settle in and throughout your child's time with us their key person will help them to benefit from the nurseries activities.

**Records of development**

* The daycare keeps records of development for each child; this is done through an online learning journey called Eylog. Staff and parents working together on these is one of the ways in which the daycare and parents work in partnership. Your child's record of development helps us to celebrate together the progress they have made and identifies what can be done to increase their well-being, confidence and knowledge.
* Your child’s journey is recorded using our online learning journey Eylog. This is done via long and short observations and pictures. Parents can also update their child’s key person with their development or wow moments from home. (More information included in the child’s new starter pack)
* If at any time there is something you would like to discuss with your child's key person or another member of staff they will make time to see you. There will also be opportunities to discuss your child's progress at parent’s meetings which will be held at the end of each Term.

**Parental Involvement**

Parental involvement and co-operation is vitally important to the smooth running of the honeybee daycare and the staff and can't emphasise enough how much we value your help.

Parents can help the honeybee daycare by:

* Exchanging knowledge about their children's needs, activities, interests and progress with the staff
* Sharing their own special interests with the children
* Taking part in events and informal discussions about the activities and curriculum provided by the daycare.
* Reading books to their child that is sent home from the daycare once a week.

**The Daily honeybee daycare Routine**

For safety reasons we ask that parents queue up outside in an orderly manner when dropping of /picking up your child. Children must not be sent to the door without an accompanying adult. Parents can come into the building if they have asked to by a member of staff. If you wish to discuss any matter regarding your child we can arrange to book a meeting with your child’s key person.

Your child will be encouraged to find their coat peg and hang their coats up, and lunch boxes will be put on to a trolley. Your child will wash their hands once entering the building and leaving to go home. We encourage regular hand washing throughout the day.

The children each have a drawer with their name on which they keep their activities and pictures in.

The session begins with the children going to different areas of the room to start their free play each room has their own daily routine. This will consist of free flow, snack time, group time, outdoor play and lunch. The 3-5 room chestnuts will also follow a phonics plan daily.

Children will have opportunities to play with different activities and resources; this will help them learn through play. These areas of learning and can include: painting, play dough, water/sand play, puzzles, cars and the home corner. There is also free choice from a large number of resources which the children are free to access when they like.

 Children will be offered milk/water at snack. We also ask parents to provide a named water bottle that their child can access in the room and outside at all times. We request that children bring a **healthy** snack and water bottle for snack time. We encourage the children to eat their snack however we cannot fee them or warm any food up due to health and safety. Please make sure fruits such as grapes are cut in halves for safety reasons. Bottles with small lids have to be removed as this is a choking hazard. Please do not send any nuts or any foods containing nuts as we might children that are allergic to nuts. We have a no nut policy.

Once your child’s finished their session please collect them promptly. Notify the nursery beforehand if any other person will be collecting your child, using a password that can be used by them at the time of collection. No under-age siblings/or other persons will be allowed to collect your child.

**What to bring**

Your child will get messy! Please don’t dress them in their best clothes as they will explore a variety of activities such as water, paint, sand and soil. Whilst we encourage them to wear aprons, they do get messy. Please bring a change of clothes and nappies and baby wipes for your child, in a bag which they can leave on their peg.

Your child also needs a coat if it is cold/wet as the doors are open for them all day long. Wellies can also be left at the honeybee daycare if they are named. In the warmer weather we ask that you apply sun cream before they attend the preschool. Your child also needs a sun hat (named) which can be left in their drawer or bag.

**Toileting**

Toileting at this age is very important so we have a routine to ensure that all the children wearing nappies have them checked and changed, if necessary during the session. Children not in nappies are asked regularly if they need the toilet. Older children should be toilet trained or in the process of being trained. Staff will help your child with the training and will encourage them to use the toilet independently.

Please can you provide a bag with nappies, wet wipes and clothes in case of accidents.

**Illnesses**

If a child is absent, parents are required to inform the honeybee daycare by phoning in on the day. If a child becomes ill during the day, the parent shall be contacted and then be collected as soon as it is convenient for them. Any illnesses that are infectious should be notified to the staff and your child should be kept home until they are well enough to come back to nursery. If unsure of incubation period for some illnesses please ask a member of staff for more guidance, this can also be found in our policies and procedures. If a child is required to take any medication during the hours they are attending the daycare please see a member of staff who will complete the correct paper work for you.

**Partners through Parents**

Contribution and suggestions by the parents are welcomed and appreciated in the nursery. If there are any changes to contact details, it is the parent’s responsibility to notify the honeybee daycare as soon as possible.

**Thank you for being a part of the Honey Bee Day Care!**

We pride ourselves on being a very friendly and approachable nursery so if you have any questions please feel free to ask either the Manager or any other member of staff.

We hope this handbook has given you a good idea of what The Honey daycare has to offer your child and that your experience here is a very happy one.

**Polite reminder**

We do not tolerate any bad behaviour and the use of abusive language towards any member of staff at our setting, and in the event of this happening we will take serious action and notify the police and may result in the exclusion of your child from the honeybee daycare.