



Welcome to the Elephant and Castle Child Care Centre

Established in September 2003, the Elephant and Castle Child Care Centre is a small private Day Nursery for children aged 0 - 5 years. The setting has a rural location in Sporle, near Swaffham. The centre is based within the grounds of the owner's property. We pride ourselves on the secure environment we offer, complete with an outdoor play area.

Our main aim is to provide children with a caring, stimulating environment, which caters to their individual physical, intellectual, social and emotional needs.

We hope that this prospectus will be able to provide the answers to most of your queries. Please feel free to contact us if you have any further questions. We welcome visits by parents and children. Please telephone to arrange a time so that a member of staff can be available to show you around.

**Full day care & education from birth to five years.
Monday to Friday, 7:30am to 6:00pm.
51 weeks a year.
OFSTED REF EY272770**

Dunham Road, Sporle,
Kings Lynn, Norfolk, PE32 2DD
Telephone: 01760 720 357
Email: elephantccc@aol.com
www.elephantandcastlechildcarecentre.co.uk



Our Nursery

Within the nursery there are two main rooms. One of which can be divided into two areas. At any one time our OFSTED registration permits us to care for thirty children within the building. These children can be grouped at the discretion of the nursery manager.

Our use of space is flexible depending on the needs of the children in the nursery at the time.

We have a small room known as the baby room. This room can be potentially used to care for six under two year olds. On occasion the older children use this space to participate in focused activities. The space also doubles as a sleep and rest room.

Our main room can be partitioned into two areas. This provides us with an area for the younger children when the baby room is not in use. At times the older children use this area to participate in specific activities under the guidance of adults. This gives them the opportunity to use equipment which may not be suitable for the younger children. It can also be used by the toddlers. How the room is partitioned gives us the potential to reintegrate the space and transform into one large area.

The building is bright and spacious. We have areas for quiet, craft, construction and role-play activities. The atmosphere is relaxed and children are encouraged to self select the equipment that they would like to use.

Our outdoor play area consists of three sections. An area covered with safety tiles, which permit the use of ride-on resources. Here we have a raised play house. The other area is covered with artificial grass. The third small area is used for growing plants and digging. The outdoor area is used throughout the year. When possible we allow children free flow access between the outdoor and indoor areas. We aim to offer all the activities that we have inside the nursery, outside as well. We have access to a large climbing frame in the owner's garden. The older children can use this resource when staffing levels allow.

We can use the owner's garden for picnics and additional activities. This is a lovely grassed area with plants and flowers and can accommodate our bouncy castle.

In hot weather we avoid outdoor play between the hours of 11.30 and 14.00 when the sun is at its hottest.

Safety of the children is ensured at all times. The property is completely enclosed and the front door is locked at all times.

All equipment is regularly maintained and replaced when necessary. Safety checks are carried out frequently. Second hand equipment may be purchased if it meets the required regulations.

Our Day

The routine of a nursery day is flexible but will generally follow the times below.

7:30	We open, and children begin to arrive
8:00 – 8:30	Breakfast
8:30 – 9:00	Free play
9:00 – 11:45	Planned activities and free play
9.30 -10:30	Snack (a self serve snack table is open)
11:45	Stories/Songs
12:00	Lunch
12:30/12:45	Quiet activities on carpet or singing
13:00-15.45	Free play and planned activities
15.50	Tea
16:30/16:45	Free play and farewell
18:00	Nursery closes

Times may vary depending on the activities and needs of the children.

We ensure that the children spend time outside every day, no matter what the weather!

The current activities and learning intentions are discussed in the settings monthly news letter. Activities are planned for the different age groups based on observations of individual children.

Food and drink

A daily menu is displayed. All meals are freshly prepared on site. We have taken special care in providing a balanced and nutritional menu to suit the needs of young children. We will work with all parents to meet the individual medical, cultural and dietary needs of the children. Water is available at all times, we also offer it along side milk at meal and snack times. Additional food and drink is offered if we feel the child/children need it.

We will introduce children to foods from different cultures and encourage them to try different foods.

Clothing

At the Elephant and Castle Child Care Centre, we have a uniform. At induction we will supply you with a tee shirt. Additional items can be purchased from Birds of Dereham.

We require parents/carers to provide their children with a pair of soft-soled shoes for indoor use or boots/outdoor shoes in the wet weather. Children over three years old will be able to use the climbing frame only if they are wearing suitable shoes. We encourage children to participate in all activities, this may mean that they get a bit messy from time to time. Please dress your child in suitable clothing and ensure that they are named. Labels can be ordered through the nursery. We will encourage children to spend time outside all year round in all weathers.

Please provide coats, hats etc for the cold weather as well as short sleeved tops and summer hats in the warmer months.

Aims and Objectives

Our aim is to introduce your children to a world of learning through imaginative, physical and manipulative play. To encourage interaction with other children by developing their inquiring minds and intellectual skills.

- We will respect all individuals and value their own beliefs and abilities.
- We will encourage appreciation and respect the world and all which lives within it.
- We aim to provide high quality care and a curriculum meeting the needs of all children.
- We aim to ensure all children have a positive day care experience by celebrating their achievements and successes.

The routine for the younger children is very much on a demand basis. The babies dictate when they require feeding, sleeping, changing or playing. Children will be introduced to appropriate activities as they develop. Staff will record times of feeds, nappy changes, sleeps and activities daily as required.

All children follow the Early Years Foundation Stage curriculum. This is very much play orientated and based on what the children are interested in or doing. For the older children we have circle time, register/feedback these are slightly more structured and we find this helps children to settle into school more readily when the time comes.

You can download a copy of The Early Years Foundation Stage (EYFS) from www.standards.dcsf.gov.uk/eyfs .

DUTY OF CARE

Every organisation working with children and young people, whether they are paid or voluntary has a 'duty of care' to keep children and young people safe and protect them from harm.

This 'duty of care' rests upon the individual to ensure that all reasonable steps are taken to ensure the safety of a child or young person involved in any activity or interaction for which that person is responsible. Any person in charge of or working with children and young people in any capacity are considered both legally and morally, to owe them a duty of care.

Working Together to Safeguard Children 2018 places a duty on organisations to safeguard and promote the wellbeing of children and young people. This includes the need to ensure that all adults who work with or on behalf of, children and young people in these organisations are competent, confident and safe to do so.

Everyone working with children and young people should be familiar with local procedures and protocols for safeguarding the welfare of children and young people. Adults have a duty to report any child protection or welfare concerns to a designated member of staff in their organisation and/or report any concerns to the Children's Services/the police. Anyone who has a

concern or is in doubt should refer to the document **“What to do if you’re worried a child is being abused”** and follow the guidance
**The Designated Person for Safeguarding in this nursery is
Donna Taylor**

Online Learning Journey

We use Tapestry, a system, which is hosted in the UK on secure servers. You will have a secure access to your child’s learning journey and in addition to viewing our contributions, we encourage you to add to it, by uploading photos and comments or commenting on observations made by us. The system is linked to the Early Years Foundation Stage curriculum.

Staffing

Our staff have a variety of qualifications and skills. All the team are committed to ongoing professional development. All staff are checked for their suitability to work with children.

Our staff ratios follow OFSTED regulations, which are as follows:

0 - 2 year olds 1:3
2 - 3 year olds 1:4
3 - 5 year olds 1:8

For the majority of the time there is also an extra member of staff and or the manager acting as supernumerary.

Meet the Team

We have a committed and well qualified team who are keen to enhance their qualifications with on going training. All our staff are required to hold a relevant child care qualification and training in the following areas; First Aid for Babies and Young Children, Safeguarding and Child Protection, Step On, Risk Assessment, Equality and Diversity and Food Hygiene (If they do not hold them when joining us, we support them in acquiring them.)

Gloria, Owner

Gloria is the owner of the nursery which opened in September 2003. Gloria has been approved by OFSTED. When necessary Gloria comes in and supports the team, she is always in the background. Gloria is also a devoted grandparent.

Donna, Lead Practitioner

Donna is Gloria’s daughter and has been at the nursery since the very beginning. Donna has worked through the roles and was made up to Senior Assistant in December 2006. Gloria and Donna set-up the nursery with no prior child care experience. Donna has just achieved a BA Hons in Childhood Studies and became Lead Practitioner, leading and operating the nursery and its team.

Natalie, Senior Assistant

Natalie joined the Nursery in 2006, after being a nanny for 6 months. Since joining the team she has completed her level 2 and 3 qualifications, as well as Level 3 in Business and Administration and Team Leading.

Natalie is responsible for the nursery, when Donna is absent.

Natalie enjoys photography and has set up her business.

Hannah, Nursery Assistant

Hannah joined the team in 2019. Hannah holds a level 3 qualification in Children's Care Learning and Development. Previous experience involves working in an early years setting and the responsibility of managing the Holiday Club.

Karen, Nursery Supply Assistant

Karen joined the nursery in 2014 and holds a level 3 qualification in Children's Care Learning and Development. Karen has a wealth of experience in the child care sector.

Rob, Cook and Nursery Supply Assistant

Rob joined the nursery in June 2012. Rob's children used to attend the setting before reaching school age. Rob provides varied nutritious meals and complies a healthy balanced weekly menu.

Rob holds a CIEH level 2 award in Food Safety.

Rob also achieved an IAO level 2 certificate for the Children and Young Person Workforce, in May 2018.

How we aim to support and promote the development of children.

Personal Social and Emotional Development

- We support all children during their time at the setting, particularly when they are settling or about to transfer to a new or different setting.
- We promote equal opportunities, recognising that this does not mean treating all children the same but by treating and respecting all children as individuals with individual needs.
- We encourage a sense of belonging and promote pride and self esteem.
 - We allow choice and the opportunity to develop self help skills.
- We provide opportunities for children to work together and negotiate boundaries, including the need for sharing, turn taking, listening to others and thinking about others.
 - We encourage all children to share their views as equals.
- We promote caring for others and encourage children to help each other.
- We encourage children to be actively involved in their learning through play and participation.
- We provide various activities and experiences to allow children to develop their skills and confidence in ways that are meaningful to them.
 - We encourage children's attention and concentration skills through stimulating activities and equipment.

Communication and Language

- We give all children the opportunity to talk and communicate in a variety of situations.
- We listen to all children and respond to them in order to acknowledge the child and positively reinforce their efforts to communicate.
- We provide a variety of equipment, materials and activities to extend the vocabulary of children. To encourage them to respond to their experiences and ideas.

Literacy

- We provide a self registration process to encourage children to recognise their names in written form.
- We allow children to explore, enjoy and learn about words and text in a range of contexts.
- We support early writing by providing mark making equipment in several areas of the nursery (home corner, garden, construction) and praise children's attempts.

Mathematics

- We give opportunities for children to develop their understanding of number, shape, pattern and space through a variety of activities and experiences. Such as; setting the table, sharing the biscuits, counting the children.
- We support shape recognition by naming and identifying shapes within the setting and environment.
- We encourage mathematical understanding by providing a full range of equipment (tape measurers, scales).

Understanding the World

- We give opportunities for exploration and investigation, problem solving and decision making.
- We encourage children to experiment, explore, predict and question the world in which they live.
- We support the understanding of place and time with our nursery routines.

Physical Development

- We offer opportunities to develop fine (threading, building, joining) and gross motor skills (climbing, running, moving equipment). We help them to understand their bodies, how they work and how to keep healthy and safe (washing hands because of germs, being able to say no).

Expressive Arts and Design

- Using a wide range of materials and equipment, children can express themselves, their thoughts and feelings.
- We acknowledge that the process is more important than a finished product. Sometimes children can work on a beautiful painting and then paint over it all in black. This is accepted and praised as much as any other activity. Not all work is sent home, but all is praised and acknowledged, as it should be within the setting.
- Children also have access to a self assess craft area where they can choose to make models, stick, paint or anything else.

We are regulated by and follow the Statutory Framework for the Early Years Foundation Stage (EYFS)

You can download a copy of the EYFS

from <http://www.foundationyears.org.uk/early-years-foundation-stage-2012/>

Health and safety

- If your child is ill, please let us know as soon as possible. If the illness is contagious then we must exclude the child until the infectious period has passed and the child has recovered.
- If your child is taken ill at nursery, we will contact you as soon as possible. We require the contact numbers of parents/carers and two emergency contacts within reasonable travelling distance.
- We can only administer medication with prior parental consent in accordance with our Policy. Parents will be required to sign a medication form.
- We reserve the right to take your child to a doctor's surgery or hospital in case of an emergency.
 - Every accident that occurs at nursery will be documented and brought to parents/carers attention and a signature will be required.
- Notification from parents is required before any other person can collect your child at the end of a session.
 - We operate a no smoking policy on the premises and in the grounds.

General Rules

- Please provide your child with indoor footwear.
- A spare set of clothes will be required. Please clearly name all of your child's belongings.
- In the summer months, can you please provide your child with a hat, to allow them to play safely outside in the sun.
 - Please dress your child suitably, we will not be held responsible for any damage caused to clothing while taking part in activities.
 - Please provide nappies and wipes for your child.
- Parents/carers may be asked to provide and label a sheet for when their child sleeps.
 - Any comforters your child requires must be labelled.
- No spaces can be confirmed until contracts have been signed and all the relevant forms have been completed and returned.
- We encourage parents, children and extended families to visit the nursery before the child starts as we find this helps children to settle quicker.
- We are aware that child care is a family concern and try to arrange family events throughout the year.

Funding and Tax Credit

Educational funding for three and four year olds.

How? – We claim the funding on your behalf and deduct it from your invoice. The term following a child's third birthday, children become entitled to Government funded educational sessions. The amount varies depending on the length of the term. If a child attends term time only they could claim 15 hours a week. The sessions can be taken to meet your requirements. The min session is 2 hrs. This funding does not include meals.

Children can claim this entitlement at more than one setting.

(Pro rata for children attending fewer sessions).

The setting has a limited number of places for children eligible for the extended entitlement of 30 hours a week. For further information of eligibility criteria, visit <https://www.childcarechoices.gov.uk>.

2 year old funding

We have a small number of places available for children who are entitled to the funding. To check if you could be entitled to this funding please refer to the eligibility checks on the Norfolk County Council website.

Childcare vouchers

How? – You request these through your employer and use them to pay your fees. If you request childcare vouchers from your employer as part of your salary, you will save 11% of the cost of your childcare, as vouchers are exempt from National Insurance contributions. Employers save too.

Tax credits (Working Tax Credit and Child Tax Credit)

How? – You claim. You may be able to claim Child Tax Credit if you're responsible for children aged 16 or under. For further information visit <https://www.gov.uk/child-tax-credit>.

Children's Tax Credit

This credit is designed to financially help individuals/couples who have children in their care aged 16 or under (this age increases to 18 if the child is in full time education). A joint claim with income of over £50,000 may be entitled to help, so it is worth applying for regardless of income. Tax credits calculator can be found at <https://www.gov.uk/tax-credits-calculator>.

Tax-Free Childcare

Working parents of children aged under 12 can use Tax-Free Childcare through the childcare service account, to pay registered childcare. The Government will top-up the money that is paid into the account. For every £8.00 you pay into the account the Government will add an extra £2.00. You can receive £2,000 per child per year, or £4,000 if disabled. Information can be obtained via <https://www.childcarechoices.gov.uk>.

A very useful website that will give you information on any benefits or support you are entitled to, after completing a five minute questionnaire is- www.moneysavingexpert.com/family/benefits-check

Elephant and Castle Fees

Session	Under 2's	2 to 5years
10/10.5 Hour	66.47	58.16
9 Hour	58.49	51.97
8 Hour	52.66	46.58
7 Hour	48.26	41.42
6 Hour	43.62	36.63
5 Hour	37.79	31.21
4 Hour	29.43	25.04
3 Hour	21.55	17.79
Additional hours	7.37	5.97
Breakfast	1.35	1.35
Lunch	2.35	2.35
Tea	1.60	1.60

Children receiving government funding.		Emergency care for children not on role.	
Gov Funded hrs	Free	Booking Fee	£20.00
Additional hours	£5.97	Additional hours	£8.10-£6.70
Breakfast	£1.35	Breakfast	£1.35
Lunch	£2.35	Lunch	£2.35
Tea	£1.60	Tea	£1.60
Gov funded sessions where additional hours are changed, no meals are included.			
Before and after school care is charged at the hourly rate. Meals are not included.			

If these session do not meet your needs, please contact the manager.

The cost for late collections is £9.00 for every 15minutes or part there of. For terms and conditions please see your contract.

The 3hr session does not include meals.

Meals, snacks and drinks are included in all sessions as appropriate.

If additional meals are needed the cost is as above.

Short term care for appointments is available subject to staffing.

Cost for children not registered will be £8.10 per hour for under two year olds and £6.70 for those over two years old.

A booking fee of £20 is payable to secure a booking. The £20 will be taken off your bill.

All booked sessions are payable.

Arrival and Collection of children within the paid for session is at a time appropriate to yours and your child's needs.

The term following a child's third birthday children are entitled to Government funded educational (GFE) hours. The amount varies depending on the length of the term. Children can use 15 hours a week or less depending on holiday usage.

Elephant and Castle Fees.

Payments are due on the 1st of every month; late payments will incur a 10% surcharge.

You may be eligible to claim for tax credit. Information on tax credit and childcare vouchers is available at the nursery.

Requests to change sessions must be made in writing giving 2 weeks notice.

Fees will rise annually in April.

Holidays

Children who have been registered for four months or more will be entitled to two weeks at half fees on a pro rata basis. Holidays must be pre-booked by the 20th of the month before you are going away this will allow us to adjust the staffing to cover the reduction in fees. The holiday year will run from the 1st January to the 31st December. Holidays can not be carried over to the following year. Discounts will only be given for pre-booked holidays. Families claiming Government funding are not entitled to this allowance.

Term Time Only Contract.

Half fees are due during the school holiday weeks, it is your choice to use these sessions or not. However, we find that the children benefit from coming in a few sessions during the long summer holiday. There is no holiday allowance in this form of contract.

If you have any varied requirements or questions please talk to Donna Taylor.

The Nursery reserves the right to modify open and closing times when demand is deficient and has a negative financial impact on the setting. In addition, this could also affect open days during half term periods. Government funded hours can be accommodated at other times, ensuring no eligible hours are lost.

- **To join the Elephant and Castle Child Care Centre**
 - **Different needs/requirements**
 - **To arrange a visit**
 - **More information**
 - **Any questions**
 - **Please telephone- 01760 720357**
 - **Alternatively email- elephantccc@aol.com**
- **Website- www.elephantandcastlechildcarecentre.co.uk**