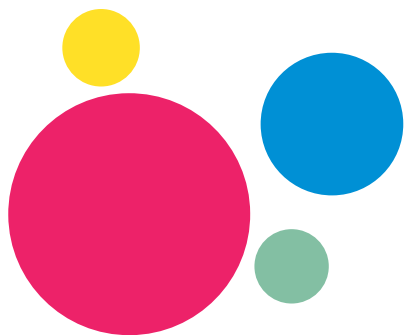


Welcome To  
**Happy Days**  
**Children's Centre**



# Welcome To

# Happy Days Children's Centre

**Happy Days Children's Centre is a purpose built, dedicated, high quality private day nursery set within secure grounds.**

The centre was designed and constructed in line with Ofsted and is situated on the Minsthorpe Community College campus with easy access from the M62, M1, M18 and A1(M).

We know that your priority is to find a setting that offers facilities that are right for you and your child, and understand the importance of earning your trust and confidence. At Happy Days we devote our time and energy's to creating a fun and loving environment, while at the same time delivering the best childcare and learning. We want our children to feel safe, secure and happy right from the start.

## **Our Vision**

Here at Happy Days we want to provide a safe and happy place for everyone, to enable all children to develop as individuals to their full potential. We deliver safe, exciting and stimulating activities to ensure all children are prepared for the next step in their learning journey.

## **Our Vision**

- A welcoming, safe, caring and informal environment
- An extensive range of activities to suit all ages and stages of development supported through the Early Years Foundation Stage
- Flexibility to meet parent's needs
- High quality, motivated and caring staff
- Nutritious, freshly prepared meals catering for all children's dietary needs
- Provide a facility that guarantees continuity of care



## Our Care Rooms

### Baby Room Children aged 0 to 2 years

Our baby room is run by an experienced caring leader who understands how important it is for you as parents/carers to feel at ease when leaving your most prized possession. She works closely with parents and practitioners to ensure the transition into setting goes smoothly and you and your child feel supported throughout the process. Your child's keyperson will help to settle your child and talk you through any worries you may have. This helps to build the relationship between your family and the key person so you know there is always someone you can discuss your child's learning and development with and ask for advice if needed. We have many activities and resources in our continuous provision that support the development of babies. There are many opportunities for babies to join in physical activities, tummy time, crawling activities, pulling to stand, exploring outdoors. As well as sensory activities, such as messy play, water, sand, gloop. Storytime and singing are an important part of the babies day where they can practise listening, language skills and develop new vocabulary.

### Toddler Room Children aged 2 to 3 years.

Our Toddler room has many opportunities for children to investigate and explore. To develop their independence in the outdoor area and to start making relationships with peers. We have many activities to develop their personal, emotional and social skills. Opportunities for children to learn the language of feelings when they begin to identify their own needs such as wanting a certain toy when another child has it. Through stories and singing time we develop children's vocabulary and language in order for children to communicate. We have a large outdoor area for children to use their physical skills and keep their bodies healthy. Practitioners are there to help with advice and support in toilet training and behaviour. Our continuous provision consists of water, sand, playdough, book area, construction, creative, music and many more.



### Pre School Room Children aged 3 to 5 years.

Our Pre-school has all the areas to support the learning and development of children in the seven areas of learning of the EYFS to prepare children for school. We work on the transition to school by preparing the children by reading stories, showing photos, learning how to carry a dinner tray or lunch box. We work on educational programmes from the Early Years Foundation Stage to provide quality activities that provide lots of learning opportunities for children, which we differentiate according to the child's age and stage of development. Some of the activities the children enjoy are;

**Cars and Tunnels** - racing cars to develop our mathematical skills such as measuring distance, counting, identifying numbers etc.

**Making Playdough/gloop** - new vocabulary, measuring, finding new ways to do things, sensory, physical- preparing fine motor skills for pre-writing, identifying patterns etc.

**Building Dens** - working as a team, large motor skills, finding new ways to do things, learning by trial and error, spatial awareness etc.



**Such a warm and happy environment for children to learn and grow. The staff are really personable and always put the needs of the child first.**



## Opening Hours

Happy Days Children's Centre is open for 50 weeks per year. (Closed bank holidays and 2 weeks at Christmas)

Opening Hours are:

**Monday to Friday**  
**8am to 6pm**

## Admissions

Anyone wishing to reserve a privately paid place for their child to attend must pay a retainer fee of £50. This is refunded upon your first month's invoice upon take up of the place. Should you not take up the place when the start date has been agreed the fee will be forfeit.

As there is usually a waiting list for places it is advisable to apply as early as possible.

## Fees & Pricing Structure

Invoices are issued monthly and made up of 3, 4 or 5 week months. Fees are payable one month in advance and need to be paid by the 1st of each month. Late payments will incur a late fee or cancellation of the child's place if no effort has been made to pay the outstanding fees.

Fees are reviewed periodically and there will be an increase annually. We undertake to give not less than 4 weeks notice of any increase.

We are closed for two weeks at Christmas which you are not charged for.

### Description

### Price

#### Free Entitlement hours

Free

Parents can claim up to 15 or 30 hours of free entitlement per week (term time) or less if funding is stretched all year round.

#### Additional hours purchased.

Up to 50 hours per week

Full day rate- £55  
Full day hourly rate- £5.50  
Half day rate £38  
Half day hourly rate- £7.60

#### Additional Extras- Meals & Snacks

**Full day booked-** Breakfast, morning snack, lunch, afternoon snack and light tea. £5

**Morning Session booked-** Breakfast, morning snack and lunch £3

**Afternoon Session booked-** Afternoon snack and Light Tea £2

Prices for meals and snacks are for children claiming funding. If no funding is claimed the price for meals and snacks are included in the daily and half day rate.

If you do not wish to pay for additional extras, for example because you wish to provide your own, please make Happy Days aware so next steps can be discussed.

“  
**Staff at Happy Days provide a good routine and structure to my child's day. Trained, experienced staff ready to learn and respond to my child's individual needs. Always been happy with the amount of progress my child makes and the setting provides useful ideas to help further my child's learning at home.**  
”



**Extra sessions** are subject to availability and need to be paid on booking.

### Late collections

Late collections will be charged at £20 for the first 15 minutes (or part thereof) and a further £10 for each 5 minutes after that (or part thereof)

Full fees are payable during sickness absence

One month's notice is required to withdraw your child from Happy Days or reduce the number of sessions to be attended.

### Payment Of Fees

Full fees are payable monthly in advance all year round. By Cash, Debit card, Bank transfer.

### Tax-free childcare

You can get up to £500 every 3 months (Up to £2,000 a year) for each of your children to help with the costs of childcare. If you get Tax-Free Childcare. You'll set up an online childcare account for your child. For every £8 you pay into this account, the government will pay in £2 to use to pay your provider. You can get Tax Free Childcare at the same time as 30 hours free childcare if you're eligible for both. To find out more [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### 15 hours free childcare for 2 year olds.

- For families in England, receiving some forms of support
- With 2 year old children
- 15 hours of free childcare or early

- education for 38 weeks
- To be able to take up 15 hours of free childcare for your two year old you or your child must meet the eligibility criteria.
- A total of 570 hours per year, that you can use flexibly with one or more childcare provider
- Some providers will allow you to stretch the hours, using fewer hours per week.

### 15 hours free childcare for 3 & 4 year olds, starts from the term after a child turns 3.

- For all families in England
- With 3 and 4 year old children
- 15 hours of free childcare or early education for 38 weeks
- A total of 570 hours per year, that you can use flexibly with one or more childcare provider
- Some providers will allow you to stretch the hours, using fewer hours per week.

### 15/30 hours free childcare for 9 months, 2, 3 & 4 Year olds, starts from the term after a child turns 9 months.

- For working families in England
- With 9 months, 2, 3 and 4 year old children
- 15/30 hours of free childcare or early education for 38 weeks
- Some providers will allow you to stretch the hours, using fewer hours per week.

[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to get an estimate on how much help you can get and to sign up.

## Registration & Staffing

**Happy Days Children's Centre is registered with Ofsted in order to provide day care and education.**

The Centre Manager is responsible for the day to day management of the centre.

The manager and team leaders will always be available to talk any matter or concerns through with you.

The Team Leaders are highly qualified and are responsible for the day to day safety, security and wellbeing of the children in their room. They create a stimulating, attractive, environment and oversee the children's activities, which have been carefully planned with the help of their team, they work closely with all practitioners and children.

Childcare practitioners are qualified childcare professionals. They organise activities and work closely with the children, and assist the Team Leaders in providing a safe, caring, stimulating environment for children in their care.

Apprentice Child Care Practitioners may be studying towards a childcare qualification and are being supported by the more experienced practitioners in their training and development.

Our resident cook will organise and cook healthy, nutritious meals for children in the centre.

## Staff Training

Our staff are our most valuable resource and it is through their commitment and effort that good quality provision can be both established and maintained. We are therefore committed to providing good training and development opportunities for staff, so that they are able to perform their roles both efficiently and effectively.

## Key Person

A key person system is operated within the centre, and most of the practitioners have a group of children for who they care for and build relationships. The key person will be your main point of contact for offering security, reassurance, continuity and receiving information about your child's learning and development. However other practitioners working within a room have extensive knowledge about all children in their care and in the absence of your child's key person will support your child's individual needs. When your child is ready to move to the next room your key person will help with transition and to develop a relationship with your new key person.



**We are more than happy with the service provided by everyone at Happy Days, our daughter attends two days a week and is making tremendous progress, Florence is well looked after and has made positive relationships with both staff and children. Florence is always happy to attend and it is obvious she is comfortable in her surroundings. The team go above and beyond to ensure both children and parents are receiving a 5 star service, we honestly couldn't wish for better!**



## Children's Learning & Development

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

### Early Years Foundation Stage (EYFS)

#### 7 Areas of Learning

- Communication & Language
- Physical
- Personal, Social & Emotional
- Literacy
- Mathematics
- Understanding the World
- Expressive Art & Design

Play helps young children to learn and develop through doing and talking. Which research has shown to be the means by which young children learn to think. We follow the Early Years foundation stage (EYFS) statutory framework. The educational programmes help practitioners plan and provide a range of play activities, opportunities and interactions, which help children progress in each of the areas of learning.



## Environment

We provide an environment, which is friendly and nurturing which promotes children's self esteem helping them on their learning journey. Our environment is designed to be both cosy and stimulating.

The resources, furniture and equipment are carefully chosen to ensure the highest quality. All resources are attractive, accessible and displayed in ways that are inviting to children. We have clearly defined areas of the setting including sand, water, mark making, role play, to help stimulate children's creativity and independence.

Our environment is also designed to encourage physical development such as crawling, sitting and standing, walking and running. We ensure print is displayed all around in the form of books, posters, labels, drawer labels and name pegs to encourage a positive attitude to reading and writing. Quiet and rest areas are provided if your child wishes to sleep or rest.

## Our Day

Our setting organises the day so that children are able to take part in self chosen and adult led activities. These take account of children's changing energy levels throughout the day. We cater for children's individual needs for rest and quiet activities during the day. Our outdoor area and activities contribute to children's health, physical development and their knowledge of the world around them.

We believe that healthy eating is extremely important in the development of young children, and recognise that children should be able to enjoy food.

Meals are freshly prepared each day in our kitchen. Menus for the month are displayed on the parents notice board, window and sent out with the monthly newsletter.

The kitchen in the baby room is responsible for storing and preparing all formula and expressed milk. Formula milk must be provided by parents in

an unopened shop bought box, tin or carton, with the best before date on.

Babies are encouraged to try different foods which are prepared in our kitchen and we follow the parents lead on their weaning techniques, baby led weaning etc.

All dietary requirements are catered for here at Happy Days.

## Partnership With Parents

**We believe that children benefit most when we work together in partnership with parents/carers. We will talk to you about their experiences and development, and discuss our observations and plans for them both verbally and in your child's individual learning record.**

We believe that children benefit most when we work together in partnership with parents/carers. We will talk to you about their experiences and development, and discuss our observations and plans for them both verbally and in your child's individual learning record.

Your child's individual learning record is available to see at any time. We send home our characteristics of effective learning books termly for children to share with their families, these are full of photos and pieces of your child's work

We hold an annual parents evening, giving you the opportunity to come along and discuss your child's learning



and development with their key person.

Parent workshops - these are for you to find out what your child has been doing throughout the day and the learning opportunities they have accessed. Our cook also makes an appearance for parents to try some healthy treats and request or share recipes.

Transition Evening - We hold three transition evenings a year to help parents and children move in to the next room smoothly. This is an opportunity for parents to ask any questions, look around the room, learn the routines and meet your child's new key person.

We undertake children's progress checks at aged two which we ask parents to contribute to as well as outside agencies if necessary

Home learning is promoted all year round by asking parents to utilise our book sharing scheme and complete activities at home which we then share with the group and share in their individual books.

### **Children with additional needs**

All children will find themselves a valued member of Happy Days. We work with outside agencies to plan an individual learning journey for each



child, following plans catered for their needs, My support Plans, One page Profiles, Educational Health Care Plans etc.

### **Policies & Procedures**

Under Ofsted we follow a full range of Policies and Procedures, which we will show you at your welcome visit and are always available to view in our reception area. Our policies are designed to offer the best possible experiences for the children in our care. Our policies are reviewed regularly.

“**Our daughter loves attending Happy Days she always comes home telling us about all the fun things she's done. It's lovely when she learns something new and shows us at home, different dancing, making up songs. We know attending the nursery has helped with social skills, talking and potty training! The staff are lovely and always have time to discuss our daughter with us. Baby #2 is on the way and we're not hesitating to send baby to Happy Days!**”

## Security Policy

The purpose of this policy is to ensure the children's safety at all times. We ask parents to adhere to our policy and procedures.

We encourage parents/carers to talk with their children about the importance of remaining safe.

- Main security doors should be kept shut at all times
- Parents should not let anyone else into nursery on arrival or when collecting a child. This is important for the safety of your child.
- When the door bell rings and we are unsure of the person we will not allow access and will go to speak to them
- We practice fire evacuations regularly
- We practice lockdown procedures regularly

## Collecting From The Centre

When your child starts at the setting parents must provide information about who is collecting their child from the setting, this is recorded, on the child's registration form. Any parent who wishes for someone other than the authorised people to collect

their child must inform us prior to that person arriving, giving us a brief description of what they look like and a password.

Staff members will ask the person who they have come to collect and request the agreed password. We will only ever release a child to someone if we are absolutely certain that it is the person they are authorised to leave with.

## If You Have A Concern

Please do not hesitate to contact the Manager or Team Leader who will be only happy to address any issues. We anticipate that most concerns will be resolved quickly by an informal approach. If this does not achieve a desired effect, we have a set of procedures for dealing with concerns.

## If We Have a Concern

If we have any concerns regarding your child's development, health or safety we will discuss these with you on an informal basis. We would hope that together we could identify the appropriate help that may be needed.

## Comments, Suggestions & Ideas

We value all comments, suggestions and ideas that you may have and they will always be welcome. They can be placed in our suggestion box located in the foyer, or talked over with a member of staff. If your suggestion relates to the day to day care of your child, you can discuss any ideas with your child's key person. The Manager



will also be available to talk to, should you wish to do so.

## Starting At Our Setting

The First Days - We recommend that parents follow a settling in procedure to make the transition from home to setting as smooth as possible. The settling of a parent and child into nursery life is a very important process and we want your child to feel happy and safe with us. Both the parent and child are given time to settle into the new environment.

**Clothing** – We provide protective clothing for children, such as aprons and waterproofs. However your child will need to be in comfortable clothes which you don't mind getting messy. They will need an outdoor coat and outdoor shoes. They will also need a change of clothing, hat, gloves and a sunhat. We encourage children to gain the skills that help them to become independent. These include toileting, putting on and taking off outdoor clothing, so clothing that is easy for them to manage will help them to do this.

## Things You Need To Know

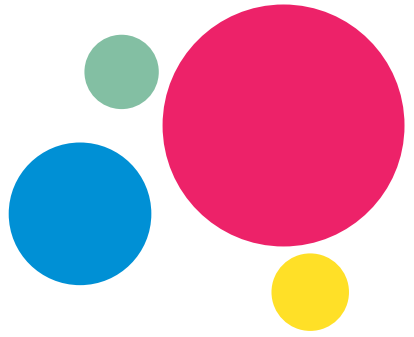
- We ask you do not send your child to nursery if they are sick. If we have to contact you because your child is unwell we ask that you respond immediately.
- If your child has an infectious disease we ask that they are completely free of infection before they return. If your



child is prescribed anti-biotics and is well enough to return before the dose is complete, we will administer the medication for you. At least 48 hours of taking anti-biotics must elapse before a child can be allowed back into nursery. Please remember that if a child returns before they are fully fit they may infect other children. We do not administer Calpol (paediatric paracetamol) on a daily basis. We would only give Calpol in an emergency with consent from a parent/ carer to try and get a child's temperature down to avoid a febrile convulsion. In this instance we would be asking the parent/ carer to collect as soon as possible. Children cannot attend if they have diarrhoea or sickness, they can return to setting after they have been clear of any bouts in the last 48 hours.

- If your child has an accident at home we ask that you inform us and make sure you have time to fill in the accident at home form.
- At the end of your child's day you will receive their daily diary giving information about what your child has enjoyed doing, what they have eaten, if they have had a sleep, nappy changes and other general comments.

**This is just a brief overview of the experience your child can enjoy here at Happy Days Children's Centre. We would relish the opportunity to provide the very best early years care and education for your child and hope to welcome you to our setting very soon.**



**For any further information please contact:**

Happy Days Children's Centre  
Minsthorpe Community College  
Minsthorpe Lane  
South Elmsall  
Pontefract  
WF9 2UJ

01977 658766