

Just for Kidz

Nursery & Pre-School



Welcome to our Nursery

Dear Parent/Carer,

A very warm welcome to Just for Kidz Ltd, a reputable company established since 2006. We hope this information pack provides you with all the information you need to help you make the right decision for your child's learning journey.

Getting to know us

Although this information pack will provide you with much literature on what we can offer you, ultimately the best way to grasp how each one of our branches operates, is to contact us and arrange a suitable viewing. We do operate an open door policy at all of our branches, but to ensure you are given the best tour of our nurseries, please do not hesitate to call us for a pre-booked appointment.

Brief Description

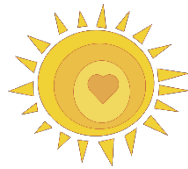
Just for Kidz provides high quality childcare for children aged 3 months to school years. All our nurseries have bright, spacious and stimulating classrooms where children are encouraged to learn through play. Our buildings look and feel like a warm family home, with ample of space and outdoor area for your child to explore.

We recognise the early experiences in a child life will affect how they develop later in the future. Therefore, it is of utmost importance that we ensure your child receives the **love, security, stability, positive self-image** and **respect** he/she deserves.

Our team at Just for Kidz all work towards fulfilling the same vision:

- 1. Enable children to become confident, resourceful, enquiring and independent learners.***
- 2. Foster children's self-respect and encourage children to respect ideas, attitudes, values and feelings of others.***
- 3. Show respect for all cultures, and in doing so, to promote positive attitudes towards other people.***
- 4. Enable children to understand their community and help them feel valued as part of this community.***
- 5. Help children to grow into reliable, independent and positive citizens.***
- 6. Take pride in their work and work of others.***

The Sunshine and Stars Room - (3 months – 2 years)



At Just for Kidz we believe that a Childs capacity to learn is greater during the first few years than at any other time. Consequently, our staff have been selected according to experience and knowledge of this age range. Staff will ensure your child receives ample of affection, cuddles and close care at this crucial stage of their development.

We understand that babies develop through their use of senses. Our staff will provide opportunities and experiences to exercise this through different materials and heuristic play. Babies will have access to treasures baskets and natural resources to help enhance their curiosity. Staff will read to your baby and help promote early brain development.

As babies get older, moving objects and play materials will be used to promote hand-eye coordination e.g. building bricks, pull along toys and natural materials. Your child will now be on the move and therefore equipment will be offered to allow freedom of movement and facilitate exploration and mobility. Children's natural creative flare will be encouraged through messy play, water, sand, painting and sticking. Interaction and communication will be promoted through books, stories and objects that stimulate interest.

Both babies and toddlers require an element of rest whilst at nursery. Just for Kidz staff provide comforting rest areas, where cots sleep mats, blankets and cushions are provided for children to have good quality sleep and rest.

To meet individual needs, staff will meet with you to discuss care routines such as baby milk and weaning, special diet, sleep patterns, comforters and general welfare. Your child will be assigned a KEY PERSON who will ensure your wishes are met in line with our policies and procedures.

The Moonbeam Room (2 – 3 years)



In our Moonbeam Room we promote activities and experiences that encourage children to play cooperatively and purposefully with staff and other children. Even at the age of two, we want to help build on each child's independence skills by offering a rich environment for them to explore freely.

Staff listen carefully to children's communication and encourage them to express their ideas by choosing their favourite books, songs and role play material. Children are encouraged to make their own choices throughout the day as well as taking part in adult led activities.

Creative opportunities will allow your child to convey their experiences and knowledge through painting, play dough, drawing and collage. We celebrate children's work and accomplishments by sharing these on our display boards and sample work is often sent home for parents treasure.

At this stage it is crucial to assess the right for toilet training with your child. Staff at Just for Kiz will support you through this by offering information leaflets, support and guidance where possible. It is important to know that all children tackle toilet training differently and our team's role is to assess when is the best time for you child.

Children at the age of two will often not have fully developed their language and communication skills which can be daunting when starting a new nursery. Staff at Just for Kidz will use signs, symbols and visuals to ensure no child is left behind and everyone has the opportunity to express their needs and interests.

The Rainbows and Rockets Room (3 – 5 years)



Our Rainbow Room is bright, well equipped and providing the ideal environment for your child to learn and play. Our classrooms incorporate all 7 areas outlined in the Early Years Foundation Stage and provide opportunities for your child to explore independently.

Children are encouraged to engage in activities that interest them subsequently making it easier for them to learn and become involved.

As your child will be preparing for school, we will concentrate on encouraging independence such as toileting, dressing, table manners and much more. Children will be working in groups and therefore promoting social skills and positive behavioural patterns. Older children will have opportunities to concentrate on writing, number and IT skills in small, closely supervised groups. Work will be adapted to challenge or simplify the needs of each child.

This is the time to explore numbers and letters, with an extensive range of imaginative games. Your child will access resources that link and consolidate all areas outlined in the EYFS. Our staff will work closely with your child to help them reach their full potential and they will be committed to help the smooth transition onto school.

Out of School Club (5 – 12 years)



Just for Kidz nursery operates a Breakfast and After School club linked to its local school, and a Holiday club for working parents during the half term breaks. Please speak to one of our staff members to request more information.

Early Years Foundation Stage Framework

Information for Parents and Carers

What Is the Early Years Foundation Stage Statutory Framework?

The Early Years Foundation Stage (EYFS) statutory framework is a government document that all schools and Ofsted-registered early years providers in England must follow. It sets standards for the learning, development and care of your child from birth to 5 years old. The standards ensure your child will learn and develop well and are kept healthy and safe.

★ What Will My Child Be Learning?

The EYFS framework outlines seven areas of learning and development and educational programmes. There are three **prime** areas of learning, which are particularly important for your child's development and future learning:

Communication and language

personal, social and emotional development

physical development

There are four **specific** areas of learning, through which the prime areas are strengthened and applied:

Literacy

mathematics

understanding the world

expressive arts and design

Early years practitioners also use your child's needs and interests to plan challenging and enjoyable activities and experiences.

★ How Will My Child Be Learning?

The EYFS framework identifies the essential role of play in your child's development. It is through both child-led play and play guided by an adult that your child will develop confidence and relationships with others. Through play, EYFS practitioners will help your child to extend their vocabulary and develop their communication skills.

The EYFS framework identifies three characteristics of effective teaching and learning:

Playing and exploring

active learning

creating and thinking critically

A greater focus on teaching specific skills will occur as your child progresses through their reception year, which will help them to prepare for year one.

★ How Will I Know How My Child Is Doing?

Each child in the EYFS has a key person who will work in partnership with you, sharing information about your child. EYFS settings may also use observations to share your child's key achievements.

EYFS practitioners use their professional knowledge to understand your child's level of development. If they have any concerns about your child's progress, they will discuss these with you.

Three formal assessments take place during the EYFS:

- Two-Year Progress Check (this will happen between the ages of 24 to 36 months)
- Reception Baseline Assessment (at the start of the reception year)
- Early Years Foundation Stage Profile (at the end of the EYFS)



Your child's Early Years Foundation Stage Profile will be shared with you at the end of the EYFS. This will inform you of your child's progress and whether they have met or are continuing to work towards their early learning goals (ELGs). There are 17 ELGs your child is expected to achieve by the end of the EYFS.

Our Staff Team

At Just for Kidz, we believe that our staff are our greatest asset. We only employ qualified and experienced staff who genuinely enjoy working with children.

All of our Senior Nursery Nurses and Nursery Nurses hold NNEB, or equivalent qualifications, are trained in **Paediatric First Aid**, and demonstrate an ability to approach their work with maturity and sensitivity. Just for Kidz consolidates this further by providing ongoing internal and external training – developing skills, abilities and knowledge.

We are confident that this approach will result in a low staff turnover, which in turn provides an atmosphere of stability and security for babies and children, enabling quality of care to remain at a consistently high standard. In addition, we facilitate a limited number of placements for students undertaking childcare and other related courses. Students on placement with us are selected by us, and work under the close supervision of trained and experienced staff.

We believe that by employing highly motivated, committed, quality staff, we provide a first-class experience that parents can have confidence in, and children positively enjoy and thrive upon.

Safeguarding Children

Every member of our staff team, from Management to students, has to go through vigorous vetting checks including an enhanced DBS check. Anybody who is found to be unsuitable to work with children will not be employed by Just for Kidz Nursery.

The welfare and protection of children is paramount, and as new legislation rightly suggests, the 'Safeguarding' of any child is a number one priority.

All of our staff have Basic Safeguarding training and our designated Safeguarding Officers have advanced training. Staff recognise that everyone has a responsibility to ensure that a child is safe whether it is inside or out of the Nursery environment. All staff and parents can report any concerns to the nursery Safeguarding Lead Officer.

Information Sharing and GDPR

We are required by the EYFS standards to collect and gather information on your child in order to support them in their emotional and physical developmental journey. Under the new GDPR regulations we are required to inform parents and guardians as to how and why we collect the data, and how this data will be shared and how it will be retained and why and how we will delete certain information when a child leaves our setting.

We would like parents and carers to know that when your child leaves our setting we may keep data pertaining to the following areas:

- LA Funding information
- Information relating to finances which we may have to show to the HMRC
- Accident and Incident Forms
- Safeguarding Data (Limitation Act/EYFS Requirements/ Court Judgments)

Our policy is to retain data in accordance with the laws of GDPR and in accordance with the EYFS 2017. We will not retain any data that is not relevant or does not hold a legal or justified basis to do so. However, there is some data that we are legally required to keep for a specified time limit long after your child leaves.

Under GDPR you have the right to ask us about any information that is held about you and your child and we are obliged to share this with you. You are also able to ask for us to delete and erase records about your child as under GDPR everyone has the right to erasure. There are some exceptions where this is not possible, for example, situations relating to safeguarding which doesn't allow us to erase such data. Our setting will make decisions on erasure on a case by case basis and will seek appropriate legal if required.

If in the future our setting closes, we are still required by law to keep certain data in accordance with GDPR. We will ensure that all information is securely protected if stored online. Paper documentation will be kept securely in a locked cabinet for the period of retention.

There may be times when practitioners have to share relevant information regarding your child and these will be discussed and consented for prior to sharing. However, parents need to be aware that there are times when information can be shared without consent;

- A crime may be committed
- Evidence of a child suffering or at risk of significant harm

For full details please ask for a copy of our information sharing policy.

Additional Needs

At Just for Kidz we believe all children are precious and unique and shine in their own way. We recognise that as children learn through experience, individual needs will become evident. Effective teaching strives to meet these needs, and challenges children to excel and achieve beyond their own expectations.

At Just for Kidz we aim to cater to all children's needs with the support of our Nursery SENCO and agency professionals.

Our nursery follows the guidelines as set by the Special Needs Code and Practice and maintains excellent working relationships with the Early Years Inclusion Team.

Supporting you

At Just for Kidz we appreciate the anxieties that comes with starting a new nursery. We understand how hard it is to be separated from your child which is why we do all we can to support, and ensure you feel that nursery is a close extension of home life where possible.

Settling In

At Just for kidz we have a thorough transition process to help meets the needs of both parents and children. We offer an optional **home visits** whereby we can make those initial connections in a familiar environment at home, followed by a free taster session in nursery to help the child become familiar with the environment.

Every child is unique and will settle into nursery in their own way. Therefore staff will spend time getting to know the child and family to help advise the best approach to take in making the transition into nursery a smooth one.

In Partnership with you

Our aim is to work in close partnership with you to complement your approach to caring for your child, particularly when their learning new skills such as weaning, potty training, reading and writing.

Listening and Sharing

All our nurseries operate an open door policy where parents can pop in at any time for a chat, reassurance or support. We also offer more formal meetings such as parents evening once a year where we can discuss your child's development in more details. Parents also have access to our **online learning Journal System** to view photos and wow moments of their child recorded by staff at nursery. Consent forms are required for the use of this software.

Food and Drink

At Just for Kidz, Menus are carefully planned to meet the nutritional guidelines and to provide a healthy balanced diet for 0 – 5 year olds. All our menus and snacks are freshly prepared using quality ingredients each day by our onsite cook.

Babies who are starting the weaning process, or who are not yet ready for solid foods will be offered fresh puree vegetables or blended meals.

During a full day session we offer:

Breakfast – 7:30 – 8:30am

Morning Snack – Rolling between 9:30 – 10:30am

Lunch – 12:00pm

Afternoon Snack – Rolling between 2 – 3pm

Tea – 4pm

Parents who do not wish to purchase any of the meals set out above have the option of providing their own meals and snacks.

Fresh drinking water is provided throughout the day, and extra care is put in place to ensure all children’s allergy information and intolerances are accounted for when preparing snacks and meals.

Menu Example:

WK 1	Am Snack	Lunch / Pudding	Pm Snack	Tea
Mon	Choice of fruit	Creamy Lentil and Broccoli Penne Pudding: Melon Medley	Rice cake	Homemade vegetable soup
Tues	Crackers	Creamy Fish Pie and peas Pudding: Fromage Frais	Choice of fruit	Tomato penne pasta
Wed	Choice of fruit	Spaghetti bolognese Pudding: Summer Fruits Yoghurt	Ryveta	Jacket Potato
Thurs	Bagel	Vegetable Korma & Rice Pudding: Pineapple chunks	Choice of fruit	Cheese & sweetcorn pizza
Fri	Choice of fruit	Vegan Jambalaya Pudding: Fruit Yoghurt	Bagel	Tuna wraps

Promoting Oral Health

At Just for Kidz we acknowledge the importance of children’s oral health. To promote this our branches run a tooth brushing clubs to help build the skills children require to look after their oral health.

Nursery Fee Structure

Registration Fee

A non-refundable registration fee of £50.00 is required to reserve a place for your child. This does not apply to any child who is eligible for the government funded Free Early Learning on registration.

Nursery Fee Structure – January 2023

Hours/sessions	Under 2	Over 2
7:30 – 6	£56	£54
8am-6pm	£52	£50
9am-4pm	£42	£40
8am-1pm/1pm - 6pm	£32	£30
Extra Hour	£6.50	£6.20
FEL top up Hours	N/A	£6.20
Lunch	£2.50	£2.50
Tea	£1.50	£1.50
Breakfast	£1.00	£1.00

Out of School Fee Structure

	Breakfast Club	After School Club	Breakfast & After school
Price per session	£8.00	£13.00	£18

Holiday Club Fee Structure

Hours/sessions	Primary Age
7:30 – 6	£48
8am-6pm	£46
9am-4pm	£36
8am-1pm/1pm - 6pm	£26
Extra Hour	£6.00

Our nursery fee structure is reviewed every 2 years.

All snack and meals are included in the discounted sessions above. Our nursery opening hours vary from branch to branch but are set between 7:30 – 6:30pm Monday to Friday all year **excluding** public holidays.

All our Branches offer the government funded **Free Early Learning** permitting required criteria is met. **No meals are included with any Free Early Learning hours.** More information is provided alongside this information pack.

Childcare Agreement

This agreement is between Just for Kidz and

(Parent/Carer details):

Name of child:

Address:

Tel:

Childs Date of Birth:

Agreed Hours at Just for Kidz

	AM	PM	TOTAL
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
HRS PER WEEK			

Please tick if you would like to request a term time contract

This Agreement will commence from (Date):

Declaration

*I have paid Just for Kidz a Registration Fee of:

Date paid:

*I agree to pay the amount of:each month

*Parent/Carer signature:Date:

*Management Signature:

Just for Kidz Nursery Terms and Conditions

Admissions

A completed admission form and Childcare Agreement Form is required prior to your child starting nursery. A trial period of one month will commence from the Child's first day at nursery. If either party are dissatisfied after this period, the contract can be terminated.

Privacy Notice

Our nursery will collect and process personal data in accordance with the Early Years Foundation stage. By signing these terms and conditions you are indicating you have read and agreed to our Privacy Notice.

CCTV

Our company uses CCTV for security and its customers, staff and premises. It is also used to prevent and detect crime, support learning and training, and defend legal claims. For safeguarding reasons, No CCTV will be used in any changing areas or toilet areas where children may be undressed.

Registration Fee

A £50 non-refundable registration fee is required to secure a place at Just for Kidz.

Fee's and Invoices

Invoices are issued around the 25th of each month. Just for kidz offers the option to pay all nursery costs on a weekly or monthly basis. All fee's must be paid in advance on the 1st of the month. Late payments (received after the 7th of the month) will incur a £20 penalty charge. If payment is still not made after the penalty has been issued, management reserve the right to refuse the child into nursery until fee's have been paid. We will instruct a Debt Collection agency where required.

Payments can be made by cash, cheque or bank transfer. A £10 administration charge will incur for any uncleared cheques or any cancelled payments.

A 5% sibling discount is applied to the cost of the eldest child when siblings attend joint sessions. All discounts apply to core childcare provision only and not to any extra sessions or other services.

All sessions must be paid for as outlined in the Childcare Agreement regardless of sickness or non-attendance. We do not offer refund in any form. Full payment is expected for all bank holidays. Extra sessions can be booked dependent on availability.

Unpaid fee's and Debt collection

At Just for Kidz we endeavour to resolve any unpaid nursery fee's in house direct with the parent where possible. This MAY include setting up a reasonable payment plan in the case where parents fall behind with their nursery payments due to financial difficulties. However, if nursery deems that no reasonable efforts are being made by the parent to clear any outstanding nursery fee's, the company will seek legal and professional debt collecting agencies to support in retrieving any outstanding monies.

Holiday Entitlement

All parents are entitled to 2 weeks holiday in line with the sessions booked on their childcare agreement. For example, if you attend 1 day a week, you will be entitled to 2 days holiday per annum. If you attend 5 days a week, you will be entitled to 10 days holiday per annum. Your holiday period will commence from your child's first day at nursery. For holiday deductions, parents must submit their dates in writing a month in advance in order for this to be reflected on their monthly invoice.

Term Time Contracts

At Just for Kidz we do offer term time contracts. These contracts are calculated based on full pay through term times (40 weeks a year) and 50% payment through non term time weeks (12 weeks a year). Due to the discount offered through this contract, our normal holiday entitlement will not apply in this case.

Opening Times

Just for Kidz nursery is open Monday to Friday 7:30 to 6pm through the year excluding Christmas Day, Boxing Day, New Year's Day and any other Bank Holidays.

Session Booking

At Just for Kidz we offer flexibility with our session times. Any sessions requested outside our discounted rates, can be calculated based on our nursery hourly rate. The minimum session expected for any child to attend is 3 hours per week.

Although we do find these children find it harder to settle than those who attend more frequently. We expect all parents to stick to the session times outlined in their contract. If parents are running late, they need to inform nursery as soon as possible. A full extra hour will be charge for anything over 15 minute's late collection. A flat charge of £20 will incur for any child collected after 6pm.

Termination, cancelation and change of contract

One month notice is required for any change of session or termination of contract. If parents choose to leave prior to their end of notice, any fee's paid are non-refundable. The minimum notice for any permanent change is one month notice in writing.

The nursery reserves the right to terminate the agreement with immediate effect in the case of non-payment of fee's, or if a parent/carer displays abusive, threatening or otherwise inappropriate behaviour.

Loss and Damages

The nursery will not be responsible for any lost or damage property / clothing brought into setting. All clothing, shoes, bags and belongings should be clearly labelled with your Childs name.

Insurance

The nursery has extensive insurance cover for nursery based activities and outings. Details of the insurance may be requested from the nursery manager. The certificate is displayed in reception.

Liability

The nursery accepts no liability of any losses suffered by parents arising directly or indirectly, as a result of the nursery being temporarily closed or the non-admittance of your child to nursery for any reason. We accept no responsibility for children whilst in the care of their parent on nursery premises. We will not be liable to parents and/or children for any economic loss of any kind.

Accidents and Illness

The nursery reserves the right to administer first aid for any emergency required. Parents will be informed of all accidents and will be asked to sign an accident record form. If emergency treatment at the hospital is required the nursery will make all reasonable attempts to contact the parents but if this is not possible we are authorised to act on behalf of the parent and authorise any necessary emergency treatment.

We will administer prescribed medicine only when a signed medicine form has been completed by the carer.

We may require parents to withdraw their child from nursery in the event that they require special medical care or considered not well enough to be at nursery. We may also ask parents to collect their child if we feel they are suffering from a communicable disease or infection and there remains a danger that other children may contract the disease, infection. Please refer to our Exclusion policy for further details. Parents must inform parents if their child is suffering from any contagious illness, so that we can update our parent information board.

The nursery is mindful of the needs of working parents and will endeavour to provide as much continuity of service as possible within the recommendations of the Health Protection Agency by which the nursery is bound.

Keeping information up to date

Parents have the responsibility to inform nursery of any changes to address details, telephone numbers or any change in circumstances as outlined in our admission forms.

Security

Under no circumstances will a child be allowed to leave the nursery with anyone unknown to the nursery staff, unless previously arranged by the parent or guardian with a senior member of staff.

If parents make prior arrangement by telephone for their child to be collected by somebody unknown to nursery staff, the nursery will require the name, alongside an agreed password before the child can be released into their care

Agreement

These terms and conditions represent the entire agreement and understanding between the parents / carer and the nursery. Any other understandings, agreements, warranties, conditions, terms and representatives, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update/ amend these terms and conditions at any time. One months' notice will be given for any changes made.

The nursery operates by Just For Kidz Limited.

I HAVE READ AND UNDERSTAND THE TERMS & CONNDITIONS ABOVE & AGREE TO BE BOUND BY THEM.

Signed: (Parent / Carer).....

Print Name:

Date: