

DAY CARE & LEARNING CENTRE



A brighter way to learn and play



THE ADVENTURE OF LEARNING

An exciting journey

We are committed to provide the highest possible standards of education to help your child embark upon their exciting journey of knowledge.

Friendly and respectful

We provide a warm, friendly and stimulating environment where your child will feel secure, happy and valued. We treat every child, parent and carer as an individual and help your child understand the importance of respect for others.

Reaching potential

The experiences we offer are carefully planned to allow every child to develop at their own pace, and to enable them to reach their full potential socially, emotionally, physically and intellectually.

Opening hours

We are open all year round excluding bank holidays and an additional five staff training days (which you will be notified about 12 months in advance). We offer full or part-time places between 7.30am - 6pm every day.



Food

A hot meal is served to all nursery children staying for lunch and tea. The food is prepared on site by our in house chef. Menus are available on-line from the settings website and will be displayed in the reception area each week.

Special diets are catered for on request, and may be discussed with either a member of the nursery staff or your child's key-person.

Digital learning

We understand the importance of learning for the digital age. From our state-of-the-art biometric security, to our daily digital progress reports, the environment and interactive learning facilities at our centre are second to none.

Our team

All our key staff are suitably trained and hold relevant childcare qualifications. They have been chosen for their personality, experience and sense of humour. They are highly motivated, enthusiastic and committed to providing the highest quality service.

Our staff attend regular training to keep up to date with the latest developments in childcare, and we carry out DBS checks on all current staff. From time to time we offer placements to students and trainees and they are subject to the same clearances and checks. All students work under the close supervision of a member of nursery staff at all times.



Staff to children ratios

We comply fully with the statutory framework for the **Early Years Foundation Stage**. Our staff to child ratios are as follows:

0 to 2 year olds: 1 staff member to 3 children

2 to 3 year olds: 1 staff member to 4 children

3 to 4 year olds: 1 staff member to 8 children

Working with parents and carers

The first five years of a child's life are the most crucial and we endeavour to work alongside parents.

Parents and carers are always welcome to visit the setting, and we encourage all parents to engage with us about their child's development at home.

To facilitate this, we also operate a **"Key-person"** system where each child has a named practitioner who has special responsibilities for building a close relationship with them and their parents.

The staff are always willing to chat each morning and at the end of each session about your child's day, and parents are updated regularly by e-mail about upcoming events.

Information is displayed on our **"Parents' Notice Board"** and within regular newsletters. Your child's learning journey will be made available on line, parents will be given log in details which you can access daily.

We are regulated by Ofsted who may be contacted with regard to any daycare information, including advice regarding complaints procedures.

Ofsted. Royal Exchange Buildings, Manchester. M2 7LA
enquiries@ofsted.gov.uk | 08456 404040



Discipline

Our staff strongly believe in the promotion of good behaviour by acknowledging and praising positive attitudes and actions. We encourage self-discipline, consideration for others and respect for belongings and surroundings.

When children act inappropriately, their actions are discussed with them, and they are encouraged to apologise to the child or adult whom they have upset.

We endeavour to help the children understand that it is the behaviour that is unacceptable and not them.

Parents will be informed if their child is finding it difficult to understand and cope with the behaviour expected of them within nursery and the nursery staff work together with parents to help overcome these difficulties.

Equal opportunities

We have an equal opportunities policy which aims to ensure that all staff, children and their families are cared for with equal concern, with regard to their religion, race, gender, culture, disability and personal beliefs. We treat all children equally while respecting their needs and abilities. A copy of the policy is available on request.



Child protection and safeguarding

Our child protection policy aims to ensure the safety of our pupils. There are clear procedures for dealing with allegations of abuse, and all staff are given child protection training. We have a designated **Child Protection Officer** and all child protection issues will be dealt with in confidence.

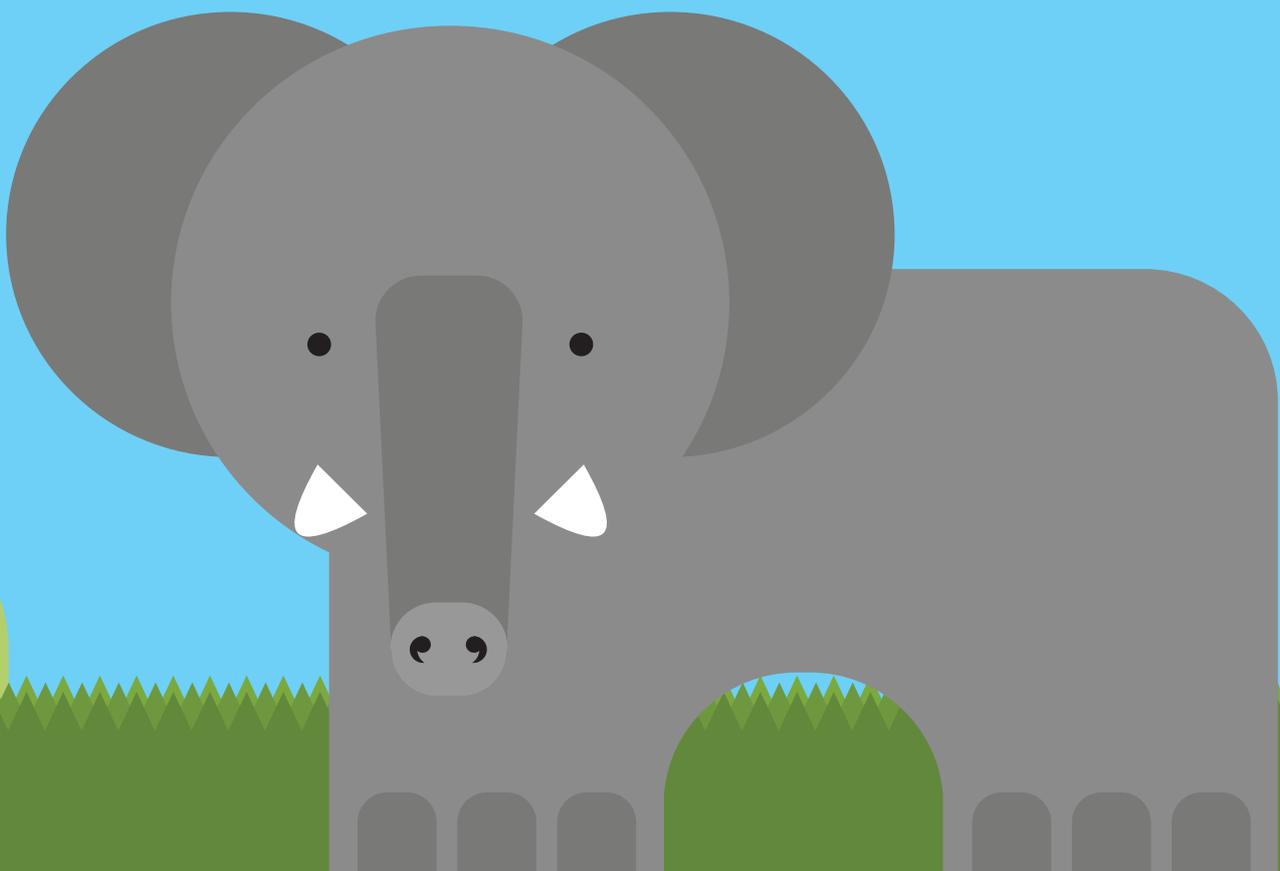
Promoting children's welfare

Should any parent or carer be concerned about any situation, they should contact a member of the nursery staff or representative at the Middlesbrough Child Protection Unit. Information regarding procedures for allegations against a member of staff or volunteer is also available from Ofsted. The policy is available on request.

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Health & safety

Your child's safety and welfare is paramount and we have taken every step to ensure the highest levels of safety within the nursery. Risk assessments are carried out regularly and any necessary repairs and maintenance are dealt with immediately.



The setting is surrounded by perimeter fencing and has closed circuit security cameras located at the entrances to the nursery, car parks.

All entrances are kept locked during sessions and admittance/authorised collection is monitored during collection times via facial recognition and parental allocation of passwords.

A full fire alarm system is installed for the safety of the children and staff. Fire drills are carried out and recorded at regular intervals.

An electronic register of attendance is completed for both children and staff in each room during each session.

Permission / consent will be required from parents for outings and trips, and for the administration of first aid and any prescribed medication.

Hygiene is of the utmost importance and the premises are cleaned daily to ensure the nursery is kept to the optimum of cleanliness.

Children are encouraged to develop good hygiene practices to help develop personal hygiene including hand washing before meals and after toileting.

Any infectious diseases must be reported to the Nursery manager. We request that any child suffering from sore throats, discharge from the ears, eyes or nose, or any infectious disease be kept at home until the symptoms have disappeared or until their Doctor has advised them to return. It is our Nursery policy to request that children who have had sickness or diarrhoea do not return to nursery until they have had a full 24 hours free from symptoms. This will allow us to minimise the impact of illness in the nursery.

Although we take every possible precaution to prevent accidents occurring, should any accidents happen, they will be recorded and you will be informed of the incident by a member of staff either by phone at the time of the incident, or by note /verbally on collection.



Early Years Foundation Stage

September 2014 marked the introduction of the revised **Early Years Foundation Stage** (EYFS). This has been produced by the Department for Education to ensure that whatever setting parents choose, they can be confident that their child will receive a quality experience that supports their child's development and learning and that all children will receive the best possible start in life and the support that will enable them to fulfil their potential.

We are totally committed to using this guidance to enhance our provision, enabling us to provide the highest possible standards of education. We plan and provide purposeful play opportunities, with a balance of adult led and child initiated activities which foster the four important themes and principles upon which the EYFS is based:

A unique child:

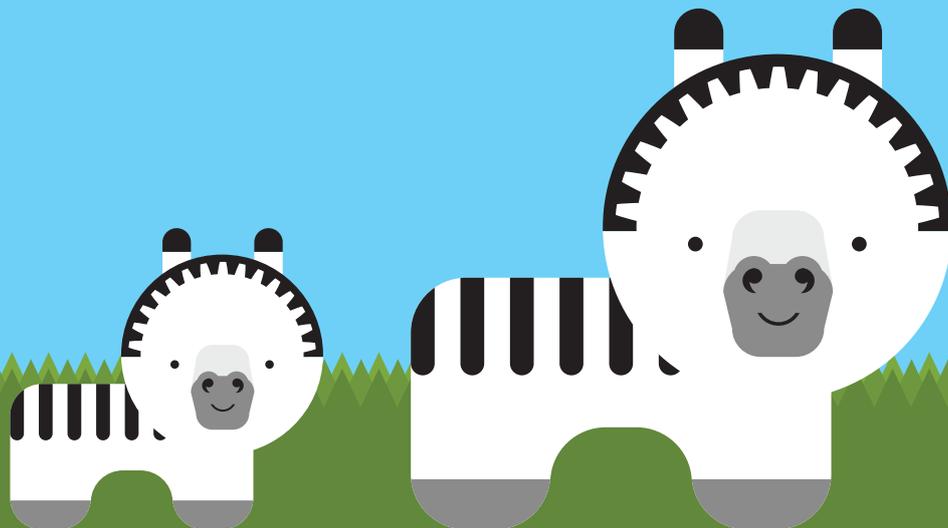
Every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured.

Positive relationships:

Children learn to be strong and independent from a base of loving and secure relationships with parents and with their key person.

Enabling environments:

Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers.



Learning and development:

Children develop and learn in different ways and at different rates. The framework covers the education and care of all children including children with special educational needs and disabilities.

The EYFS is divided into seven areas of learning which describe the steps that many children go through as they collect experiences and gather learning opportunities in preparation for school.

The Seven Areas of Learning

Communication and Language

Physical Development

Personal, Social and Emotional Development

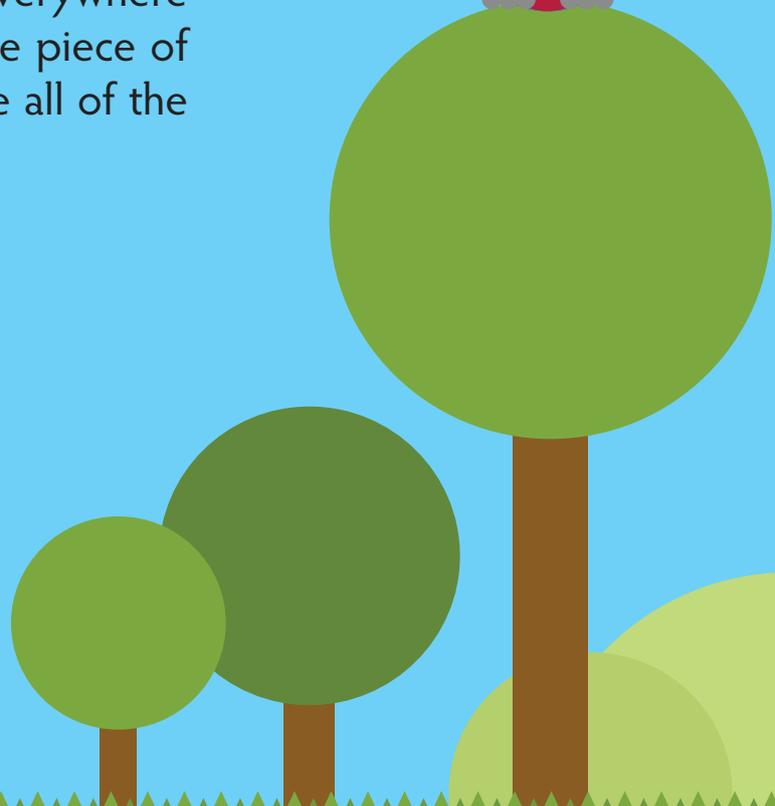
Literacy

Mathematics

Understanding the World

Expressive Arts and Design

Your child's development happens everywhere and all of the time. Nursery is just one piece of the jigsaw. Together we hope to make all of the pieces fit perfectly.



Meals

Children will be provided with drinks and snacks at regular intervals together with (where applicable) three freshly prepared, nutritious and balanced meals produced by our own in-house chef. Menus will be posted on the notice board weekly for parents information.

Baby milk

Formula bottle feeds should be supplied in a labelled container which the setting will keep for no longer than 4 weeks, Parents should supply sterilised bottles daily.

Nappies

The nursery does not provide nappies or wipes.

Clothing

We request that children's clothing be labelled and that a spare set of clothes is kept at the nursery in case of accidents. Outdoor clothing e.g wellies should also be provided to suit the season.

Admissions

Initial enquiries can be made to the Nursery Manager. Parents are encouraged to visit the nursery in order to see our provision and talk to the nursery staff.

Children are admitted to the nursery from the age of 6 weeks.



Parents wishing to secure a place in nursery are asked to complete a registration form, along with a non-refundable payment of £50 for the registration fee. Upon receipt of this form, we will contact parents to arrange an assessment visit. We aim to create a relaxed approach to this visit, giving staff, parents and children the opportunity to get to know each other, to discuss your child's needs and what sessions you may wish your child to attend.

Nursery fees are currently invoiced at the beginning of each month. The invoice will be based upon the sessions offered and arranged. The fee is payable by cheque or bank transfer in full at the beginning of each month.

We also accept salary pledges and childcare vouchers. Fees are due no later than the 1st of each month payable by standing order. Late payment of fees will constitute a breach of the childcare contract and may result in termination of your child's place at the nursery. Full fees are payable when your child is absent through sickness or away on holiday.

Full time and part time children will be excluded from paying for bank holidays.

Deposit

A deposit of £150.00 is required before your child starts at the nursery. This deposit is refundable when your child leaves the nursery if the required 'one months written notice' has been given and there are no outstanding fees owed to the nursery. The deposit is not refundable if you do not take up the child's place.

Discounts

Where parents have more than one child attending the nursery a 10% discount will be issued to the eldest child's fees.

We offer a 10% discount for selected public sector workers (police, NHS employees and school teachers).



Notice

One month's notice must be given in writing when terminating or altering days to a childcare place. We will accommodate parents needs where possible but cannot guarantee that a full time place can be reduced to a part time one and vice-versa. ZIZUs reserves the right to terminate a child's place with immediate effect if a serious breach of these terms and conditions occurs, or if termination of a child's place is considered by the nursery to be in the best interests of the nursery and / or the continuing welfare of the other children.

Childcare records

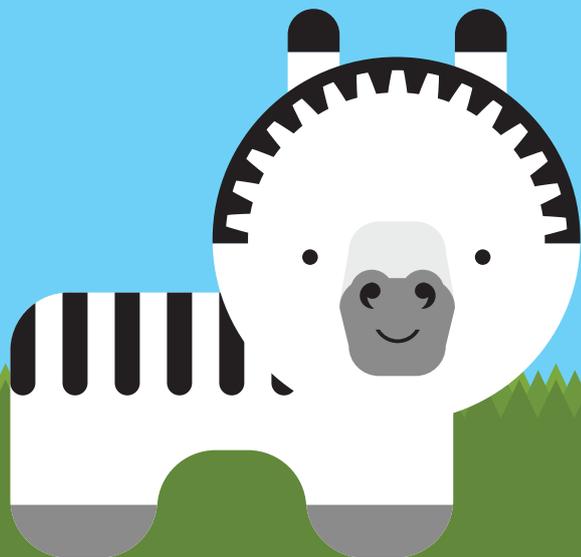
In the interest of you child's care and safety, all nursery records relating to your child must be completed and returned to the nursery prior to your child's start date. Failure to do so would result in our being unable to accept your child into our care.

Policies and procedures

The nursery's policies and procedures are available to review on request.

Other

Our fees are reviewed annually and any changes will take effect on the 1st of September. We reserve the right to amend our terms and conditions. If any changes occur we will endeavour to give one month's notice.



Fees

Full day (7.30am – 6pm)	£39.50
Flex care (full day)	£45.00
Morning session (7.30am – 1pm)	£27.00
Afternoon session (1pm – 6pm)	£25.00

Additional hours £5.00 per hour

Per hour or part thereof (subject to availability, must be arranged with manager in advance).

Late payment charge £50.00

For payments not received by the 7th of the month.

Late collection charge £20.00

Charged after booked session ends.

Free Early Learning

In the term following a child's third birthday, until the term following a child's fifth birthday, a nursery education grant is available which entitles each child to up to fifteen hours free educational provision. The funding will be offset against the fees charged. Should you take advantage of the Free Early Learning, there are some changes to the structure of the sessions.

Discounts

We offer a 10% discount for selected public sector workers (police, NHS employees and school teachers).



Visit us

I hope you have enjoyed reading our prospectus. We would love to show you around our nursery setting, so please do get in touch.

ZIZU's Nursery Manager

57 Gilkes Street
Middlesbrough
TS1 5EL

01642 061 201
enquiries@zizusdaycare.com

www.zizusdaycare.com
www.facebook.com/zizusdaycare



Terms and conditions

Age of admittance

Children may start nursery from the age of six weeks (subject to availability of places and at the discretion of the school).

Family discounts

Where two or more children from one family attend the setting, a 5% discount is given to the 2nd child and 10% for the 3rd child.

Holidays and absences

Fees are charged for all holidays and absences during term time.

Sickness

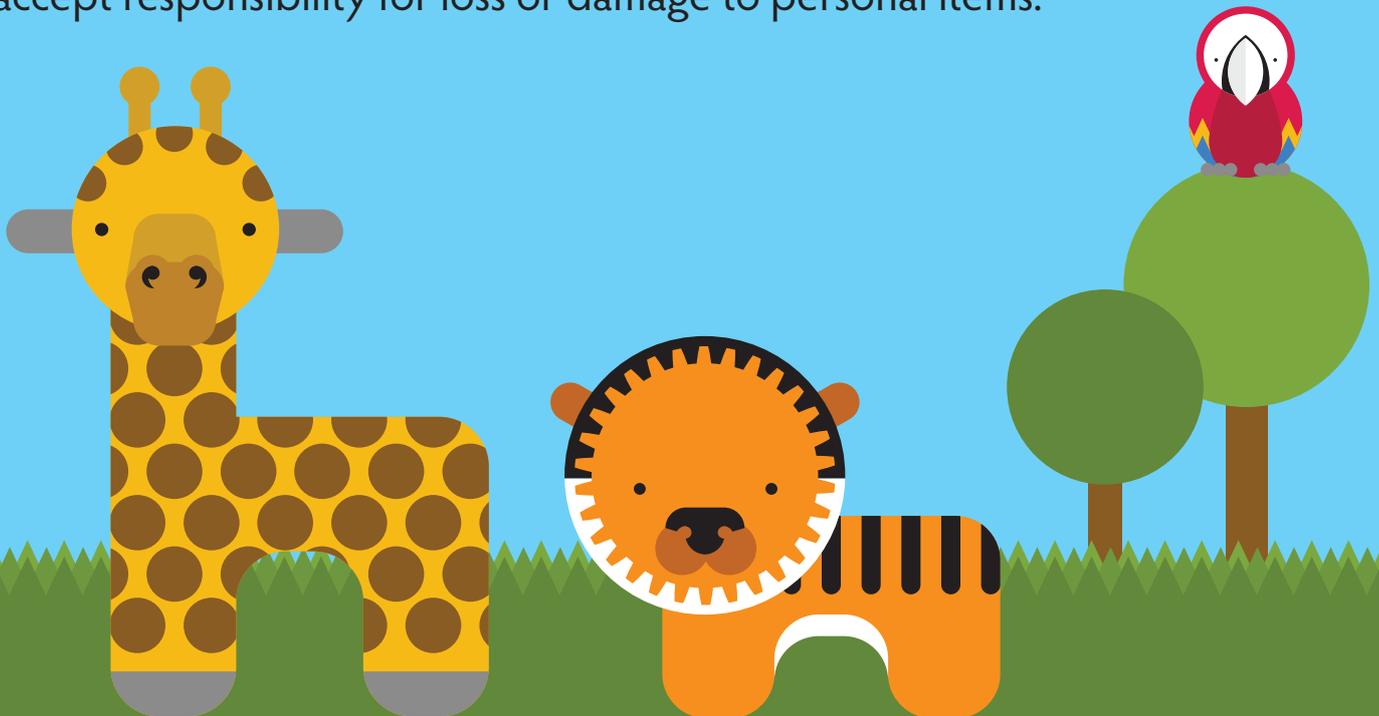
Children who have, or develop an infectious illness must be excluded from the nursery. This is in the best interest of all children.

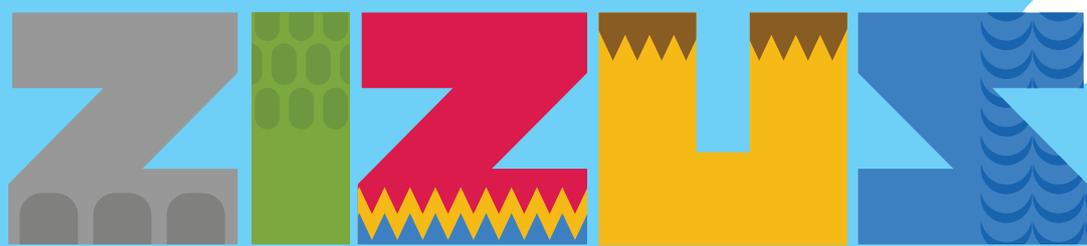
Notice

One term's notice, by either party, is required to terminate your child's place, or one term's fees in lieu of notice.

Clothing and personal items

Children are not required to wear a uniform, although it is advised that all items of clothing should be clearly named. The nursery cannot accept responsibility for loss or damage to personal items. The nursery cannot accept responsibility for loss or damage to personal items.





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www.zizusdaycare.com

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