Discovery Vine Childcare

Before and After School Club & Holiday Clubs

Pre-School
&
Out-of-School Care Prospectus

Lordsgate Township
Church of England Primary School

Discovery Vine Childcare Services

Introduction

Discovery Vine Childcare was founded in 2001 and specialises in out of school care and pre-school education for children aged 2 to 12 years. We endeavour to ensure that the childcare we provide is safe, fun and of high quality, for all children, parents/carers and staff, and this prospectus aims to give you, the parents and carers', confidence in our childcare provision. As this prospectus has been written to introduce our services to you and in the interest of the environment, we have not included the Policies and Procedures, however, a copy is available at each centre on the registration desk and you may request to borrow a copy. A full list of our policies and procedures can be found on the last page of this booklet.

Please read the contents carefully, it is by no means exhaustive but we hope it is useful to you. Please be advised that this prospectus has been developed by the Management, but will continue to develop and evolve. As a parent/carer, we welcome your input in this development. Should you have queries or require further information on any matter we would like to inform you that Discovery Vine warmly welcome visits to all centres from prospective parents. Please contact the Managing Directors or Centre Manager to make an appointment.

Office: 01772 731808 Lordsgate Childcare Centre: 01704 897270

Throughout the prospectus the term 'parent' is used to describe the primary carer(s) of each child in our care.

Our Mission

Pre-School Mission Statement

Discovery Vine Nursery Schools aim to provide high quality care, educational and social experiences, for children in their early years, offering the opportunity to develop to their full potential in a stimulating, safe and caring environment. Our goal is to support children's desire to be life-long learners, always ready to discover new things.

Out of School Care Mission Statement

Discovery Vine aims to provide high quality, affordable and accessible childcare for parents who have childcare needs due to work, training or other commitments; for parents who would like to enter work or training but have difficulty in doing so due to a lack of childcare and for parents who would like their children to have opportunities to play and socialise in a safe environment out of school hours.

Every Child Matters at Discovery Vine

Every Child Matters (ECM) is a Government Policy designed to improve the well-being and life chances of all children. It focuses on five interrelated key outcomes, which every child should be given the necessary support to achieve. These are:

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a Positive Contribution
- Gain Skills for the Future

Discovery Vine is committed to work towards all of these outcomes, ensuring the welfare and happiness of all the children in our care so they are able to play, learn and develop fully. The objectives of Every Child Matters apply throughout each setting and we are working to meet them through:

- Provision for children's well-being
- Policies and procedures to develop a safe, supportive atmosphere for all children
- Broad and effective support for play, learning and development which covers all of the ECM outcomes
- Targeted services for children that need them
- Work with parents / carers and the wider community

April 2017

Be Healthy

At Discovery Vine, we are committed to helping children stay healthy as part of our commitment to quality. We promote good health of children in two main ways:

Health and Hygiene

We take necessary steps to: maintain high standards of hygiene: prevent the spread of infection: take appropriate measures when children are ill. We have health and safety policies and procedures that are strictly adhered to with the highest regard for the good health and safety of all children. We ensure that all food related procedures whether carried out by children or staff, including preparation, storage and meal/refreshment, are carried out hygienically and safely in accordance with the Food Safety Act 1990.

Healthy Lifestyle

At Discovery Vine we aim to provide knowledge with a view to equipping the children with the tools required to develop a sense of healthy living. Through various activities, children have the opportunity to discover what is good and bad for their health, why physical activity is good for their health and well being as well as discovering new, fun ways of being physically active through play.

At Discovery Vine we provide snacks and refreshments that are nutritious, interesting and reflect each child's individual needs. When a child registers with Discovery Vine, their dietary needs are recorded and available to staff when preparing food/drink.

Pre-School

A drink of milk and a healthy snack is offered during the morning and afternoon sessions. If your child is attending nursery over the lunch time session you should send a healthy packed lunch containing an ice pack.

Before school club

The children attending are offered a variety of satisfying breakfasts that are well balanced, are presented in an interesting way to increase each child's enjoyment and encourage healthy eating.

After school club

During an after-school session, children will be offered a variety of nutritious snacks aimed to temporarily satisfy but not fill them up.

Drinks are readily available throughout all sessions.

Stay Safe

In addition to promoting a Healthy Environment, we are committed to helping children stay safe as part of our commitment to quality.

We believe that all aspects of caring for children revolve around safety; the child's safety and those caring for the child, the environment the child is cared for within and the equipment that the child has access to, and therefore is the underpinning and overarching framework that Discovery Vine operates in each of its centres.

We have the responsibility of caring for your children and we take that responsibility very seriously. We ensure through rigorous procedures such as risk assessments, Health and Safety Policy and Procedures, regular cleaning and maintenance procedures, codes of behaviour for staff and children and club rules that your children are safe.

The security of children and staff is given high priority. The external doors at each centre are fitted with security locks, which only allow external access during session times to people granted entrance by a member of appropriately trained staff. All visitors are signed in and out and their arrival is announced to all the staff and children present.

Due to the day-to-day contact that Discovery Vine has with children, we recognise that we are particularly well placed to observe changes in behaviour. Therefore, we would like to offer reassurance to you, that where this appears to a member of staff, you will be informed at the earliest opportunity. On a more serious note, we also have a responsibility to recognise outward signs of abuse and/or monitor changes in children's behaviour and should we suspect a child may have been abused, we are required as part of the local Safeguarding Children Board Procedures, to report our concern to the Social Services Department.

Clothing and sun protection

We ask that you help us to keep your child safe by ensuring that your child is appropriately equipped to attend the centre. We respectfully ask that children are sent wearing suitable clothing and footwear as they will be involved in physical and craft activities throughout sessions.

For reasons of safety we would advise that children should not be allowed to wear jewellery.
If children would prefer to wear different shoes/trainers/wellies for outside play, these should be brought in a named carrier bag.

While every effort will be made to minimise exposure to the sun in the summer months we advise that children should be sent to the setting wearing sun cream and be provided with a named sun hat.
If you would like your child to have a further application of cream in the afternoon this should be sent with a letter authorising this.

Accidents

Unfortunately we are aware that despite our best efforts to prevent them, accidents will and do happen.
If your child has an accident whilst at the setting and it can be dealt with by a member of staff, this will be done, as there is a well-stocked first aid box on the premises and a trained first-aider. An accident form will be completed that you will be asked to sign when you collect your child.
In the event of an emergency or accident that obviously requires hospital attention; you or the emergency contact will be notified immediately. A member of staff (if possible, your child's key worker) will accompany your child to hospital in an ambulance, if necessary.

Medication

Please note that the only medication that will be administered whilst at the club will be inhalers and epipens (used to treat allergies). These will only be administered by trained staff and on signed authorisation from the parent.
Other medicines may be administered at the discretion of the club supervisor. All medication of this kind should be handed to the supervisor so that it can be kept in a safe place out of the reach of the children. You will be required to complete a medication form and to sign it at the end of each session that your child has been given the medication.

Enjoy and Achieve

At Discovery Vine we believe that children need to be active and experience hands on learning opportunities in order to enjoy and achieve. The safety and welfare of children attending Discovery Vine is always paramount, but having fun comes next!

Therefore, our activities are carefully structured around helping children enjoy and achieve, to be healthy, to stay safe and to make a positive contribution to the setting and the wider community. Having these focussed areas ensures our activities are well planned, purposeful, have appropriate elements of adult supervision/intervention and are appropriate for the age, developmental needs and behaviour of all the children in our care.

We have excellent resources and facilities including both indoor and outdoor activities, which are accessible to all of the children. All of our activities are considered high quality positive play opportunities that offer the opportunity to develop children's spiritual, emotional, physical, social and intellectual capabilities. Activities include: arts; sculpture; textiles; drawing; music; reading; dance; drama; computers; cooking; eating; outdoor activities; special interests; games; sports; relaxing; talking; the environment; celebrating birthdays; spending time with friends.

We acknowledge the importance of unplanned activities that develop throughout a session as well as child led activities and as such, our planning allows for this.

We also acknowledge the importance of encouraging children and their parents to be involved in planning activities and therefore each centre has a consultation system. For example, suggestion boxes, parental questionnaires, daily diary in which we can record suggestions/ recommendations/ improvements. We also encourage the children to complete 'child friendly' activity evaluation sheets, which help us to ensure such valuable information is obtained and implemented where necessary.

At Pre-School your child has access to trips and outings. Should you wish your child to attend trips and outings, you will be required to complete a permission form prior to travel. In most cases, transport will be carried out using the Discovery Vine minibus or local coach services; we ensure that all vehicles are fitted with seat-belts. However, some places of interest may be within walking distance and therefore the children may be walked to such. All trip destinations are subject to a satisfactory risk assessment.

Make a Positive Contribution

At Discovery Vine, children are given the opportunity to make a positive contribution to their childcare and to the wider community.

We recognise and respond to the fact that all children have uncertainties and questions to ask. We welcome children from all backgrounds giving them a basis for understanding that all children are not the same, accepting this and have the ability to recognise positive differences between themselves.

At Discovery Vine, we ensure that all children can access our activities and enjoy and achieve their own academic and social potential. Children are encouraged to think and reflect how to relate to others and how to best use their talents and capabilities.

Bullying, of any sort, is not tolerated at Discovery Vine and the children are made aware of this unacceptable behaviour through the example set by the well-ordered and caring environment that we provide. Behaviour is managed within the setting by promoting positive behaviour and ignoring negative behaviour, behaviour that endangers the enjoyment or well-being of others will need intervention to manage.

In order for children to make a positive contribution to the wider community, we believe in having close on-going contacts with parents, carers and schools and are committed to building good relationships to ensure this is carried out. We acknowledge that if a child is behaving unacceptably in the setting, it is likely that similar patterns are apparent at home or at school. Positive action is taken by staff to overcome unacceptable or disruptive behaviour, which will involve discussions with you and, if necessary, with school teachers although this will only be undertaken by the centre supervisor.

To support the children and offer them maximum opportunity to make a positive contribution to the setting and therefore, wider community, we employ a key worker system in each centre to ensure that children's needs are fully met. On registration, each child will be allocated a key-worker from the staff team. The child's key-worker is the main person responsible for monitoring the child's well-being on a daily basis and for ensuring that information is exchanged with the child's parent or carer.

The relationship between you and us is crucial to your child's well-being, development and progress at Discovery Vine. Children benefit most where there is a trusting and mutually supportive partnership and therefore we welcome you into the setting and aim to ensure that there is a two-way flow of information, knowledge and expertise.

Gain Skills for the Future

We respect and respond actively to the fact that children's confidence and self-esteem can be helped to develop by providing a warm and secure environment. We strive to create a friendly, open atmosphere where children and adults are encouraged to value and respect other children, staff, parents and the environment, with all having the opportunity to take part in and belong equally to the scheme. A non-authoritarian approach is promoted by staff through example setting, clear boundaries, having consistent methods and by having close on-going contacts with parents, carers and schools, which encourages a learning process through discussion.

There are simple rules that children in the setting are expected to follow and which they are involved in setting to ensure boundaries are clear. These include: Talk to each other, Listen to each other, Ask for help when we need , Tell someone when we are not happy, Respect each other, Respect the toys that we use, So that we are safe and happy!

We believe that by giving children the respect to be responsible will empower them to become more independent and help them to learn to distinguish right from wrong.

We have a range of readily accessible resources available to promote development and learning through play in all areas. A wide range of activities and opportunities are offered to develop critical thinking, problem solving, curiosity and a desire to discover and explore.

The Early Years Foundation Stage:

Discovery Vine settings deliver the Early Years Foundation Stage curriculum. From September 2008 it is mandatory for all schools and early years providers in Ofsted registered settings attended by young children- that is children from birth to the end of the academic year in which a child has their fifth birthday.

The EYFS has four main themes:

A Unique Child

Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured. At Discovery Vine we:

- Understand and observe each child's development and learning, assess progress and plan for the child's next steps
- Support children to develop a positive sense of their own identity and culture.
- Identify any need for additional support
- Keep children safe
- Value and respect all children and families equally

Positive Relationships

Children learn to be strong and independent through positive relationships. Positive relationships are:

- Warm and loving and foster a sense of belonging
- Sensitive and responsive to the child's needs, feelings and interests
- Supportive of the child's own efforts and independence
- Consistent in setting clear boundaries
- Stimulating
- Built on key person relationships in early years settings

Enabling Environments

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

- Value all people
- Value learning

They offer:

- Stimulating resources, relevant to all the children's cultures and communities
- Rich learning opportunities through play and playful teaching
- Support for children to take risks and explore

Learning and Development

Children develop and learn in different ways. The framework covers the education and care of all children in early years provision, including children with special education needs and disabilities. Practitioners teach children by ensuring challenging, playful opportunities across the prime and specific areas of learning and development. They foster the characteristics of effective early learning:

- Playing and exploring
- Active learning
- Creating and thinking critically

The EYFS identifies three prime and four specific areas of learning:

The **prime** areas begin to develop quickly in response to relationships and experiences and run through and support learning in all other areas. They are:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

The **specific** areas include essential skills and knowledge for children to participate successfully in society. They are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Keeping records:

While your child is at Pre-School we will perform on-going formative assessments to identify their individual learning and development needs. We do this by:

- **Observing** children as they act and interact in their play, everyday activities and planned activities, and learn from parents about what the child does at home through the child's home-link sheets
- Considering the observations to make an **assessment** of where each child might be on their developmental pathway
- Considering ways to support the child to strengthen and deepen their current learning and development, identify their next steps and input this information into the **planning** of activities.

For more information visit: www.foundationyears.org.uk

Organisation

Discovery Vine is owned and managed by Jane Shepherd and Lynda Garbutt who are both qualified to degree level in childcare and have been awarded Early Years Professional Status. They ensure Discovery Vine is high quality by meeting all legal responsibilities to provide consistent care that does not put your child's safety and welfare at risk and only employing suitable staff with relevant training, qualifications and experience. All staff are subjected to an enhanced criminal record check prior to working with children.

Contact details:

Office Address:	14 Dukes Meadow Ingol Preston Lancashire PR2 7AR
Telephone:	01772 731808
Email:	jane@discoveryvine.co.uk lynda@discoveryvine.co.uk
Website:	www.discoveryvine.co.uk

Ofsted Registration Number: EY 462556

Setting Address:	Discovery Vine Childcare Centre Lordsgate Township C of E Primary School Lordsgate Drive Burscough Ormskirk L40 7RS
Telephone:	01704 897270
Email:	lordsgate@discoveryvine.co.uk

Discovery Vine App:

To register your child with Discovery Vine, book places, receive up to date newsletters, book events in your phone diary, sign consent forms, download important documents including our policies and procedures, receive push notifications and much more please download the Discovery Vine App. Once downloaded, please click on 'join app' and complete the form.

Booking and Fees:

Bookings for the Pre-School are welcome for both full year and term time places. Children attending the Pre-School sessions may also access the Before & After School clubs. These are provided in order to offer full day care facilities for those parents who need the extended hours between 7.45am and 5.45pm.

You will need to complete a child registration and booking form to book your child into the Pre-School or the Before and After School Club. Once a place has been allocated to your child you will be guaranteed the place. You will not need to re-book each year/ term.

Four weeks notice must be given to cancel your child's place.

Fees will be charged in advance. Invoices will be issued on the 1st of each month with payment due by the 25th. For example, September fees will be invoiced on 1st August and will be due for payment by 25th August.

- All absences must be paid for
- School Inset days will not be charged for

Please note: Non payment of fees will result in cancellation of your child's place.

Payments

Payments may be made by:

- Cheque payable to 'Discovery Vine Ltd'
- Debit / credit card by phoning the office (01772 731808)
- Bill Payment – Sort Code: 01-03-32, Account Number: 28044002 (please quote your child's name for reference)
- Childcare Vouchers

Nursery vouchers

Children are entitled to receive nursery vouchers for 5 free 3 hour Pre-School sessions a week, 38 weeks of the year, commencing the term after their third birthday. Please inform staff if you wish to use these in part payment for nursery fees or would like more information about the scheme.

30 hours free childcare for working parents of three and four year olds will be available from September 2017 and you will be able to apply from July 2017.

Some 2 year old children are also eligible for nursery vouchers.

For further information on any of the above schemes please visit:

http://www.lancashire.gov.uk/children-education-families

To claim you will need to quote the club's Ofsted registration number (EY462556)

Admissions Policy

Children may be registered with Discovery Vine and commence attendance at a club at any time throughout the year providing there is a place available. When the club sessions are full, a waiting list system will be put into operation. Places are allocated, giving priority to children who fall into the following categories:

1. Children who already attend the club and require extra sessions
2. Siblings of children who already have places
3. Children who are already registered with Discovery Vine
4. Children requiring full time places
5. Children requiring part time places
6. Children who require irregular sessions

Each category will also be sorted by the date that the child has been placed on the waiting list.

Complaints

From time to time a parent or child may feel that they have a complaint against some aspect of a club, or an individual member of staff. Although we aim to resolve any problems in an informal way as soon as they occur, if you do not feel your problem has been resolved then you should follow the complaints procedure below:

1. If possible, discuss the matter with the supervisor and see if it can be resolved. Sometimes problems can easily be resolved by discussion.
2. If you are not happy with the response you get from him / her or it is a matter you do not wish to discuss with him / her, then you need to put your complaint in writing to the Management of Discovery Vine Childcare Services. The Management will acknowledge your complaint. They will then investigate the complaint together with the response at a specially convened meeting. The Management will send a reply within four weeks outlining how the complaint was investigated and detailing the outcome.
3. At any stage in the above procedure, individual members of staff have the right to reply to any complaint at any stage.
   Any complaints or concerns about the way the club is being run can also be forwarded to Ofsted: -

   Applications, Regulatory and Contact (ARC) Team, Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD or phone: 0300 123 1231

   For more information about Ofsted's role as the regulator of childcare visit: www.ofsted.gov.uk/parents

Policies and Procedures

A full copy of our policies and procedures can be found on the registration desk in each setting and parents are invited to read and comment on them. As these documents evolve with changes in law, legislation and best practice it is not practical to provide full copies to parents. However, if you wish to have a copy of specific policies then please ask the club supervisor:

Discovery Vine's Policies and Procedures are numbered and separated into 10 areas:

1. Child Protection

1.1: Children's rights and entitlements
1.2: Safeguarding children and child protection
1.3: Looked after children
1.4: Uncollected child
1.5: Missing child
1.6: Use of mobile phones and cameras

2. Suitable People

2.1: Employment
2.2: Student placements

3. Staff Qualifications, Training, Support and Skills

3.1: Induction of staff, volunteers and managers
3.2: First aid

4. Key Person

4.1: The role of the key person and settling-in

5. Staff: Child Ratios

5.1: Staffing

6. Health

6.1: Administering medicines
6.2: Managing children who are sick, infectious, or with allergies

6.3: Recording and reporting of accidents and incidents
6.4: Nappy changing
6.5: Food and drink
6.6: Food hygiene

7. Managing Behaviour

7.1: Achieving positive behaviour

8. Safety and Suitability of Premises, Environment and Equipment

8.1: Health and safety general standards
8.2: Maintaining children's safety and security on premises
8.3: Supervision of children on outings and visits
8.4: Risk assessment
8.5: Fire safety and emergency evacuation
8.6: Animals in the setting
8.7: No-smoking

9. Equal Opportunities

9.1: Valuing diversity and promoting equality
9.2: Supporting children with special educational needs

10. Information and Records

10.1: Admissions
10.2: Parental involvement
10.3: Children's records
10.4: Providers records
10.5: Transfer of records
10.6: Confidentiality and client access to records
10.7: Information sharing
10.8: Working in partnership with other agencies
10.9: Making a complaint