

Welcome  
To  
Beechwood Childcare Limited



Preschool Setting  
Beechwood Childcare Limited  
c/o St James School  
Tollgate Road  
Southam CV47 0JE  
01926 815155

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Baby Barn  
The Old Chapel  
Arundel House,  
50 Coventry Street,  
Southam  
CV47 0EP  
01926 816510

Mobile:07377662799  
Email: [southam@beechwoodchildcare.com](mailto:southam@beechwoodchildcare.com)  
Web:[www.beechwoodchildcare.com](http://www.beechwoodchildcare.com)

## Beechwood Childcare Limited

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## 1 - Settling in Sessions

Now that you have returned your registration pack, your place has been confirmed, and you are eligible for 2 hours of free settling in sessions.

We suggest using these on 2 separate occasions, so that your child becomes familiar with attending the setting, and as close to their official start date as possible so that hopefully they will still remember us.

You are welcomed to stay with them for a short while, but we tend to find that the settling in sessions are usually better spent getting to know staff than staying with their parents in the room.

Settling in sessions are available between 9am and 11am, and booking of these sessions is dependent on availability at the time. You will need to ring and make a booking for settling in sessions prior to the day/days you wish for them to happen, so that we can ensure staff to child ratios.

## 2 - Items you will be provided with

When your child starts with us they will be provided with several items that are to be kept at nursery. They will have a fabric bag with their name on, on their peg. This is where any of your child's outdoor items will be kept, that you bring in, so that we have access to them at all times (please ensure that we always have a pair of wellies available.)

They will be given a water bottle which will be left on the side in the room, so that they have access to fresh water at all times. You are welcome to bring in a bottle from home if you prefer.

At Preschool your child will also be given a drawer in the front desk, which will have their name on, and it will be colour coded to correspond with a particular staff member. The person that they match is their key person and responsible for completing your child's development profile on Tapestry. If you have any queries regarding your child throughout their time at Beechwood, your child's Key Person is the most likely to know the answer as they will work on the closest level with your child.

Your child's drawer is the place where we will put any craft work in that is ready to go home, any important information from us, or any notes/invitations/cards from us or other parents. So please check this drawer on a daily or weekly basis.

Children at the Baby Barn will also be provided with a daily diary, which includes a list of any food eaten, nappies changed, and activities done.

### 3 - What you will need to bring for your child

PLEASE bring your child to Beechwood in clothes that you do not mind getting a little messy. Learning through play is a vital stage of development with this age group, and often this involves them getting a little dirty (paint, mud, chalk, etc.).

We will try our best for their clothes to remain fairly clean, but this can't be guaranteed as we are more concerned about them having fun.

We ask that you bring the following with your child to Beechwood:

Spare clothes – vital as we will be spending a lot of time outside and if your child gets wet or muddy, they will need other clothes to change in to. Also needed in case of the rare toileting accident.



Waterproof all in one, or separates – very important! We plan on doing forest school activities at least once a week and your child will need their waterproof to keep them dry and warm. Without this, your child may be unable to take part in our forest school activities. This can be left in the bag we provide on their peg if you wish so that it is never forgotten.

Wellies – as important as their waterproofs! Your child will need to leave a pair of wellies at Beechwood in their bag on their peg, so that they can come outside with the rest of us. Without a pair of wellies, your child will be unable to take part in a lot of our outdoor activities.

We also ask that you provide your child with weather appropriate clothing e.g. hats, scarves, gloves, or sun hats, and a sun cream that you are able to leave on site, as we are unable to put our own sun cream on to your child due to children having sensitive skin and/or allergies.

Please can we ask that ALL items of clothing, coats, bottles, even shoes, are labelled with your child's name. As you can imagine, with so many children here, we do have replicated items, not just the same type, but sometimes also the same size. We don't want any of your belongings going missing through a misunderstanding and lack of labelling.

#### 4 - Nappies and Toilet Training

Children who are still wearing nappies will need to have any nappies supplied by yourselves. These may be left at Beechwood, or brought in on a daily basis (we recommend leaving some here in case they are forgotten when filling up your child's bag in the morning – they would be kept in a named basket in the nappy changing area). We do provide baby wipes, but if your child requires a certain type due to allergies or sensitive skin, these will need to be provided by you.

If your child is toilet training, we are happy to help! But PLEASE, provide A LOT of spare clothing in their bags (e.g. pants, trousers, socks, a couple of t-shirts in case the bottom of the one they're wearing gets wet, a spare pair of shoes etc). Any wet clothes will be returned to you on a daily basis, but it is up to you what we do with heavily soiled clothes (returned to you as they are, or thrown in the bin as we are unable to wash them).

#### 5 - Brushing Our Teeth.

The government have made a big push on dental hygiene due to this becoming quite a large issue for the younger generations. Due to this we have now had to start including "Brushing our teeth" into our daily routine. As was stated on the permission slip you have previously filled out, if your child needs any special kind of tooth paste or you would rather they didn't take part in this, please ensure that we are made aware, and that any additional items are provided by yourselves.

All of the children are provided with their own child toothbrush with a cap on it, and are given a small amount of child friendly toothpaste before being encouraged to brush their own teeth after lunch.

## 6 - Familiarity Pack

A way to help your child settle, and to give them things to talk about during circle time, is to create a familiarity pack.

We ask that upon starting at Beechwood, all children bring with them a selection of the following, inside an envelope or bag:

A family photograph

A photograph of any animals you have at home

Any textured items that your child enjoys playing with.

Something they found whilst out and about that they find interesting.

Once they have started with us, your child can discuss their items with the rest of the group, and any photographs will be put on display so that they can look at them whenever they want to. The thing that they found whilst out will be put on our discovery table so that other children can explore them too and your child can help explain what it is to them, and their textured items can be kept in their drawer in case your child wants them at a later date.

## 7 - Learning With Us

Your child will be given a Key Person, who is responsible for ensuring their development profile on Tapestry is up to date.

They will support your child in their development, by making regular observations of them and linking these to their EYFS profile. This will enable us to see if there are any areas which need working on, or whether they are advanced for their age group. By looking at this we can effectively plan activities and use 'continuous provision' to help your child develop, and further challenge those who need it.

To summarise, the EYFS is a curriculum set in place by the government for children from birth – 5 years old with different areas in development that children should be working in at each age. The main aim is to try to ensure that they are 'school ready' by the time they are due to start school.

There are 7 areas in the curriculum:

Communication and Language

Mathematics

Physical Development

Understanding the World

Personal, Social and Emotional

Expressive Art and Design

Literacy

If you would like to find out some more information you can find it on:

<https://www.foundationyears.org.uk/eyfs-statutory-framework/>

We recognise the importance of children learning through play. Because of this a lot of time in our day is spent exploring things in play, and allowing children to make their own choices, to encourage them to be strong and independent individuals.

## 8 - Daily Routine

**7:30am – 8.30** – Breakfast

**9am** – Hello Song and discussions to consolidate learning from day / week before.

**9:15am – 10am** – Daily activities and child initiated learning.

**10am – 10:30am** – Snack time

**10:30am – 11:30am** – Child initiated learning and outdoor play

**11:30 - 11:45am** – Song and story time

**12:00pm** – Morning grant sessions finish

**12.00 – 12:30pm** – Lunch time. We brush our teeth when we have finished eating then have a rest

**1.00pm** – Hello Song and discussions to consolidate learning from day before and earlier this day

**1.15pm - 2:00pm** – Daily activities and child initiated learning

**2:00pm – 2:30pm** – Snack time

**2:30pm – 3.00pm** – Child initiated leaning and outdoor play

**3:00 pm** – Home time for grant children

**3:45pm – 4:15pm** – Tea time

**4:15pm – 6pm** – Child initiated play and activities

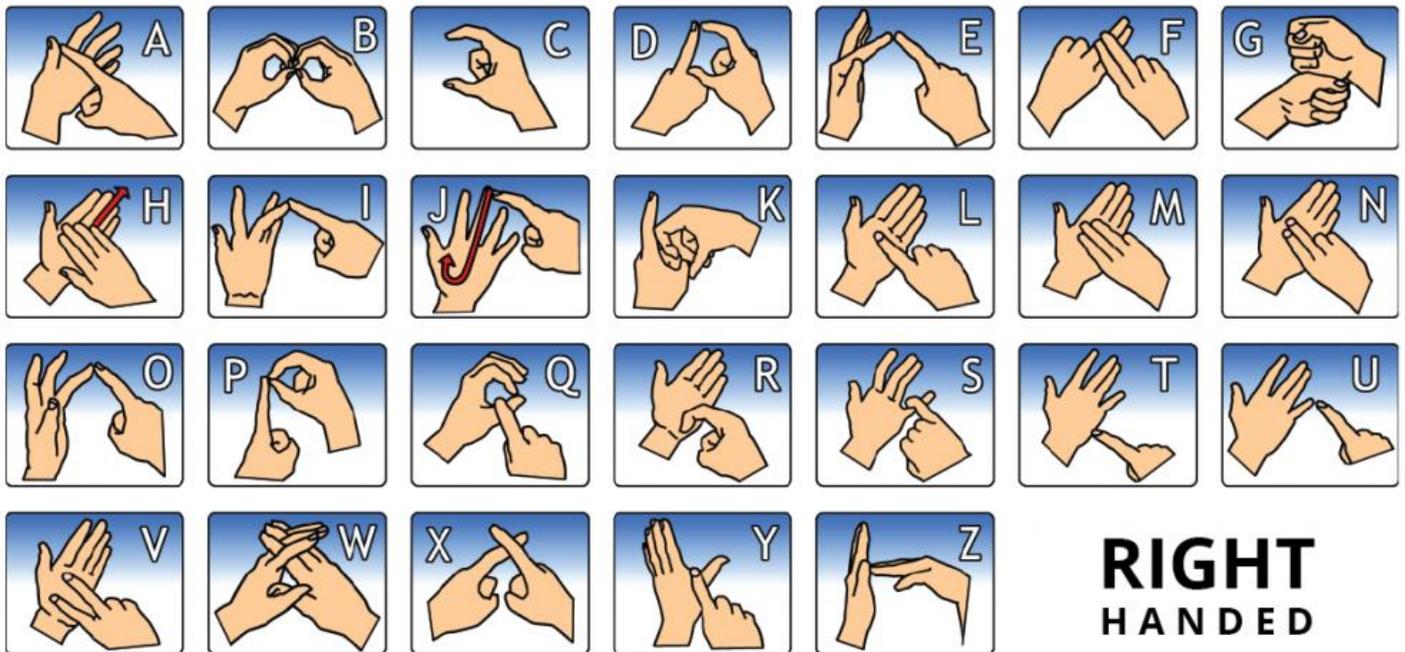
**6pm** – We close for the day

## 9 - Sign Language

When we sing the Hello Song to each other, we use sign language, and learn the letter at the start of our name so that we can teach our letters to each other.

Before your child starts, to help them settle in to this part of the routine, please start practising your child's letter at the start of their name with them, in sign language.

### BRITISH SIGN LANGUAGE - **FINGERSPELLING**



[british-sign.co.uk](http://british-sign.co.uk)

LEARN BRITISH SIGN LANGUAGE ONLINE  
AT [WWW.BRITISH-SIGN.CO.UK](http://WWW.BRITISH-SIGN.CO.UK)

## 10 - Parental Involvement

Parents are key to creating confident learners, and thanks to you, your children will experience things outside of our setting that they would never be able to here. Due to this, we ask that our parents try to get as involved in their children's learning as possible.

**Tapestry** – Your child's account on Tapestry is accessible for you to access so that you can see the types of things your child does here, and you can see if there are any things that we have not recorded (as there are things we are unable to have access to record here like walking up stairs etc.). If your child does something at home that you have never seen before, or you do something exciting with them that they may enjoy talking to us about, please fill in an observation on Tapestry yourself with any photos you have taken of the event, so that we can link it with their development profile and discuss it with them.

**Home Learning** – If you are stuck for ideas as to what to do with them at home, we do have some Home Learning packs available for you to borrow and make observations of at home. There is guidance in these on how to do an observation, and things like playdough, jigsaw, stories etc inside the packs.

**Achievement Tree** - here you can fill in a leaf with any achievements they have made at home and stick them onto the tree in the entrance hall.

**Parental Ideas** – We have a board on the wall for any parental input on things you enjoyed as children, as this can influence what we do with the children if you have any ideas about things we do not already do.

**Staff of the Month** – We have slips available on the front desk for your vote on Staff of the Month. If you have a staff member that you feel has worked particularly hard or you want to praise, please fill one of these in and put into the box provided.

## 11 – Billy Bear

We have a nursery teddy called Billy Bear, who will be available for you to take home and document what you did together on Tapestry. We will regularly be sending her home with different children, so if you have a special occasion planned where you would like to have her available for your child, then please let us know in advance so that we can ensure she will be ready for you to collect.

## 12 - 2 Year Old Development Check

If your child starts with us before they turn 3 years old, we are required to carry out a 2 Year Old Development Check.

In this we summarise where we think your child is working at in regards to their age bracket on the EYFS, and whether there are any areas we are concerned about.

We will do this with your input, and anything you would like to add can be put in.

We do ask that if you go for a 2 Year Old Check with your Health Visitor prior to us doing one with you, that you try to get a copy of the one that they have created so that we can see what they think, and add this in to their folder to create a more holistic view.

If you have any questions, please don't hesitate to ask one of us.

## 13 - Fees

We have different sessions available for different age groups and different needs. They are currently as follows:

### St James

	<b>Fees</b>
Full Day 7.30 am to 6.00 pm	46.30 *
Full Week	217.00 *
Morning (7.30 am to 1.00 pm)	25.80 *
Full Week (Mornings)	120.00 *
Afternoon (1.00 pm to 6.00 pm)	24.70
Full Week (Afternoons)	114.50
Short session (2 yrs+ only) (9am-12pm or 12.00pm-3.00pm)	18.10
School Day (9 am - 3.30 pm)	31.90 *
Full Week (School day)	148.50 *
Wrap around per hour	7.50 *
* includes lunch when on solids	

### Baby Barn

	<b>Fees</b>
Full Day 7.30 am to 6.00 pm	51.60 *
Full Week	234.40 *
Morning (7.30 am to 1.00 pm)	30.40 *
Full Week (Mornings)	145.30 *
Afternoon (1.00 pm to 6.00 pm)	29.00
Full Week (Afternoons)	139.70
Additional hours	7.50
Dinner fee ( Grant Funded)	2.60
Short Session (2 yrs+ only) (9.00am - 12.00pm or 12.00pm - 3.00pm)	18.80
* includes lunch when on solids	

Please be aware that all fees are subject to change on an annual basis.

## 14 – Invoices and Payments

Invoices for nursery children are sent on a monthly basis, unless Government Funding is claimed. Invoices are done on an online system called Brightbooks, and will be emailed out to you.

Invoices are to be **paid in advance**, and can be paid by either cash, cheque, BACS or childcare voucher.

If you do not pay your invoice within 2 weeks of receiving it, then the Late Payment Procedure will be followed (please see following page).

Our bank details for BACS payments are:

Beechwood Childcare Limited  
Allied Irish Bank GB  
Sort Code : 23-83-93  
Account Number : 02922186

Codes needed for different Childcare Voucher companies that we are registered with include:

Care 4 –	40703163 / 85240544
EdenRed –	P163421
Computershare –	0007905865
Leapfrog –	Bee138
Co-op –	85003150
Sodexo Pass –	144980 (postcode registered is B91 1EU)

When these codes are searched by the voucher companies, they may be listed under different post codes. As long as they come under the branch name of Beechwood Childcare Limited, then this should still be connected to us as some of the companies are registered at different settings (we have 7).

## 15– Late Payment Procedure

Payments are to be made as soon as invoices are sent to you, as payment is requested in advance of children attending. If you would rather pay on a weekly basis (rather than for the entire invoice at once), then please speak to a member of the team to make a note of this. Again, this will need to be in advance before we can accept your child in to the setting on each week. When entering into an agreement you are accepting that this is a requirement from then on, and if you do not pay at the start of the week, we will be unable to accept your child in to the setting.

If you have not made an agreement for different payment methods, then the following procedure will be followed if you fail to pay in advance.

- 1- If you do not pay by the end of the 2<sup>nd</sup> week, a reminder will be issued.
- 2- If you still do not pay by the 3<sup>rd</sup> week, you will be sent a warning
- 3- By the end of the 4<sup>th</sup> week, your child's place will be suspended until the outstanding amount has been cleared, and then all future sessions are paid in advance.

## 16 - Late Collection Procedure

If you collect your child later than the time of their session finishing, you will be charged £7.40 for every 15 minutes, or part thereof, that you arrive late.

If you do this on more than 3 occasions in 1 month then your place will be withdrawn. Please ensure your emergency contact details are up to date, to ensure children are collected on time.

## 17 - Government Funded Hours

**We are offering the 15 & 30 hour funding;  
Funding models and extra charges  
From September 2018  
For 15 or 30 hours**

Free entitlement for 2-3/4 yr old funding  
3hrs x 5/10 sessions (9am-12pm) (12pm-3pm)  
5hrs x 3/6 sessions (8-1pm) (1-6pm)  
Snack tea £1.50  
Lunch £2.60

Parents can provide packed lunches for lunch and tea.  
Wrap around fees £7.50 ph or according to session times.  
Times can be combined to make a school day or a full day.  
Alternatively you can stretch you free entitlement over 51 weeks.

Please can we also remind all parents who wish to claim the 30 Government Funded Hours that you have to sign in to the government website every 3 months to ensure that you are still eligible for the funding. New funding forms are made available every term and you will need to complete a new one every time, and return it before the start of the applicable term.

If you are no longer eligible or do not return your forms in time, then the place your child holds becomes chargeable and you will be sent an invoice for this.

## 18 - Food

We provide breakfast for children up until 8.30.

We provide the children with a snack at around 10am, and a snack at around 2pm, which is usually a combination of healthy items including fruit, pancakes, rice cakes, etc. We also leave a bowl of fruit available on the table where our drinks bottles are kept.

Lunch is at 12.00pm, and comes in from a private catering company, who provide for all dietary requirements. These have to be ordered over a week in advance so if ever your requirements change in regards to needing a hot lunch, please let us know as soon as possible.

If you would rather your child has a packed lunch, then please ensure that you bring one on a daily basis.

The children who stay after 3:30pm are given a small tea at 3:45pm, which is just something small to get them through until their evening meal at home. This is usually something like, sandwiches, quiche, soup & roll.

This meal is not intended to be their final meal of the day so please ensure that you still feed your child at home, and if you wish for them to have a larger meal whilst with us, that you bring this in yourself.

We only ask that all foods brought in from home are checked for nuts. If they contain this, then please do not bring the item in to Beechwood as your child will be unable to eat them here due to severe food allergies suffered by other people.

## 19 – Accidents and Incidents

All of our staff have up to date Paediatric First Aid qualifications (certificates are available to view in the certificate folder in reception), and are able to administer first aid to your child if they injure themselves whilst in our care.

If they do have an accident, this will be dealt with in the appropriate manner for the injury, and recorded in the Accident Book. When you collect your child you will be asked to sign the form and retain the top copy for your own records. If your child has a bump to the head you will also be given a Head Bump form which gives you advice on how to care for your child after this happens. You will also receive a phone call if your child does injure themselves in any way we feel you need to know about immediately.

If your child comes in to our care with any injury that has happened outside of the setting, then these will be recorded in the Incident Book and on a separate Incident Form if we need to do a body map. You will be required to sign any pages we need to fill out in the Incident Book and retain the top copy for your records. Any explanations for the injury are also recorded.

If we ever have any serious concerns about the safety and /or welfare of your child, then these would have to be reported to the relevant authorities.

## 20 – Medications, Allergies and Sickness

We have a strict policy on when we are able to give out medications to ensure the safeguarding of the children.

We are unable to administer any medicines that have not been recently prescribed by a doctor. This includes things like children's paracetamol to reduce the risk of them being overused.

For us to be able to administer these, you will be required to fill in a medication form before leaving your child's medicine with us, and then complete it upon collection.

This is to ensure the medication is administered correctly.

If your child is on regular medication for a health condition e.g. asthma, then we do have Continuous Medication Forms. These will only need to be filled in by you when your child first starts at the setting, to ensure that we have a record of how to administer their medication. If your child does have continuous medication, then we will be unable to accept your child in to our care without this medication being left on site. This is due to the importance of allergy medication and inhalers, and the risks involved in us not having them available.

We are a NUT free zone. Please ensure that none of the items your let your child bring in contain either. This is due to people attending our setting who have serious allergies, and us safeguarding them against a life threatening reaction.

Please ensure that any allergies or medical conditions are included on your child's registration form, and discussed with a member of the team.

If your child is ill, please keep them at home until they are well again. Illnesses spread quickly amongst this age group and we don't want other children to be exposed to something unnecessarily. We have certain exclusion periods for different illnesses, e.g. sickness bugs – a 48 hour exclusion period applies after the last episode of one of their symptoms showing (e.g. vomiting).

Our Policies are available to view on the company website, or in a folder in our reception area.

Finally.....

Please speak to a member of the team to confirm your start date with us once you have decided it.

We look forward to having you join our big family at Beechwood Childcare. We hope that you and your family enjoy your time with Beechwood and that your child develops into a confident independent and thoughtful child from their time in our care.

See you soon!