



# Beechwood Childcare



**Providing High Quality Childcare**

[www.beechwoodchildcare.com](http://www.beechwoodchildcare.com)

**Nurseries – School Clubs – Holiday Clubs**

## Beechwood Childcare Limited

Established in 1991 by Janette Price, following many years' experience providing childcare in the voluntary sector, Beechwood Childcare Limited provides a high standard of care and education for children, fostering their individuality as they grow. To this end we operate with the following aims in mind:

- To provide a safe and stimulating environment for all children.
- To involve parents and the community for the good of all children.
- To actively promote an equal opportunity policy for all children and adults.
- To work with different agencies responsible for the care and education of children.
- To provide in-service training for all staff members, as the quality of any childcare provision is ultimately dependent on the skills, abilities, attitudes and commitment of the adults.
- To understand that children and families have a wide range of needs, and we endeavour to cater for all individual needs.
- To respect all children, valuing and nurturing their individualities.

Our staff are carefully selected and trained to promote our high standards and are required to attend relevant training courses to keep up to date with current thinking and practice, including regular first aid training. Beechwood employs a highly motivated and dedicated team. Each nursery has a graduate in post and together with our team of qualified nursery practitioners we ensure that we meet the needs of the children in our care.

*"My son has attended Beechwood since he was 5 months old in various settings. The staff at Beechwood are like his second family and they have helped make him the happy and confident child he is today"*  
(Parent 2016)



As required by government legislation, we are registered and inspected by OFSTED. Our most recent reports can be viewed on our web site [www.beechwoodchildcare.com](http://www.beechwoodchildcare.com)



Beechwood offers the ideal solution to busy parents for all their childcare needs, with comprehensive facilities enabling us to offer a safe and welcoming environment to children of any age from six weeks. Places at the nurseries and clubs are available on a full or part-time basis to suit the individual requirements of parents and children. Parents are encouraged to visit us to discuss their childcare needs.



Nurseries are open from 7:30am until 6:00pm every weekday except bank holidays and are closed for a week at Christmas. School clubs operate from 8:00am until school starts and from when school finishes until 6:00pm in term time. Holiday clubs are open from 8:00am until 6:00pm, except bank holidays and for a week at Christmas, whenever schools are closed.

*"It's like leaving my son with family."*

*(Parent 2016)*

## Beechwood Nursery Settings

We currently operate six self-contained nursery units at Haslucks Green, Meriden, Mill Lodge, Burman, Southam and Windy Arbor. Each provides a safe and welcoming environment, where children's needs can be met and they are able to develop at their own pace, until they reach school age.

We endeavour to build a homely and welcoming atmosphere within our settings and strive to ensure the environment in which your child is placed is meeting their individual needs at all times. To facilitate this each child's home routines and requirements will be discussed with parents prior to admission and any particular conditions can be met before the child is placed in our care.

There is a minimum ratio of one member of staff to eight children aged three and over, one to four for two year olds and one to three for babies under two as required by the licensing authority. Once your child has settled into nursery they will be allocated a key-person who is responsible for monitoring their development.

Daily activities and routines are displayed. Your child's progress and development is recorded electronically using Tapestry. Parents can view their child's information online at any time. For children aged under two, this is supplemented with entries in their daily diary kept by your child's key-person. You are invited to discuss your child's development at any time.

Nutritious cooked lunches are provided to all children who attend over the lunch period. An additional fee may apply if your child does not attend full time. Drinks and a variety of healthy snacks, are available during both morning and afternoon sessions. A light tea is provided for those children who attend long afternoon sessions.

All nurseries have an enclosed outdoor play area, many offering an all-weather canopied area, with a variety of play equipment for all ages. The outdoors is a valuable tool for development and outdoor play is encouraged during each session.



*"During my daughter's time at Beechwood she has grown into a lovely young lady who is confident. She is always telling me what she has learnt at nursery from the staff team"*

*(Parent 2016)*

## Beechwood Baby Units

Each nursery, except Burman, has a specially equipped section for children aged from six weeks to two years. At Southam the baby unit is in a separate building at the Old Chapel. These offer high quality attentive care tailored to the requirements of younger children. Our Burman setting takes children from 2 years old.

A wide variety of play equipment and materials ensures children are able to develop in ways that best suit their individual needs continually supported by our qualified and experienced staff.

The high ratio of one member of staff to three children in the baby units enables us to give the necessary greater level of attention to the younger children.

In each of our baby units there is a designated sleeping area equipped with a sufficient number of cots to ensure that each child can follow his or her own sleeping pattern. Individual bedding is provided and laundered on site.

We ask parents to provide the items required by their children on a daily basis such as nappies, creams and other consumables.



All of our nursery settings are registered to accept Nursery Education Grants, and are regularly inspected by OFSTED to ensure requirements are being met, the resulting reports being available upon request from the setting or online at [www.beechwoodchildcare.com](http://www.beechwoodchildcare.com).

*"The provision is outstanding. The staff have a tremendous commitment to equality of opportunity, they recognise children as individuals..."*

*(OFSTED)*

*"The nursery are really supportive to mine and my child's needs, being that my son only use's cloth nappies. I receive good feedback every day about my son and how he gets on"*

*(Parent 2016)*

## **Beechwood Toddler and Pre-school Units**

Children will gradually be introduced to the staff and routines of the toddler and pre-school units as they approach the stage where they are due to transfer. This however is not entirely dictated by age and no child will be moved before they are ready.

Every day is structured with a selection of activities comprising of an assortment of the following; art and craft, sand and water, music and dance, small world and construction toys, jigsaws, games, books and story-telling, songs and nursery rhymes, computer based activities, role-play and dressing up, climbing frames, bikes and other outdoor activities.



Activities in our baby, toddler and pre-school rooms are currently planned in accordance with government guidelines laid out in The Early Years Foundation Stage. Thereby offering a coherent and flexible approach to the care and learning of young children, based around the following four principles: a unique child, positive relations, enabling environment and learning and development. These four principles support practitioners to ensure the effective care and development of all children and makes certain all areas of early education are covered.

At Beechwood we believe that children learn best when they are doing something they enjoy and consequently learn best through play. We aim to offer many varied play opportunities to give children the chance to explore and experiment. In the early years we concentrate on physical and social development; included in each session for the older children are activities designed to encourage school readiness. This can include fine and gross motor skills, letter and number recognition, mathematical and scientific skills and much more. Above all we hope to engender an interest and enthusiasm for learning.



## **Terms and Conditions (Nurseries)**

- ☞ A £20 non-returnable administration fee is required when registering a child for a place. When you know the start date and sessions you want to reserve, a deposit equal to four weeks fees at the current rate is required to guarantee availability. This deposit is non-returnable if you subsequently fail to take up the place as agreed; otherwise it is deducted from the last month's fees.
- ☞ Sessions booked must be paid for. Additional sessions may be booked with the nursery manager, but please give as much notice as possible to avoid disappointment.
- ☞ Children must be collected promptly at the agreed time or a charge of £7.50 per child will be incurred per quarter hour or part thereof.
- ☞ Family discounts are available for two or more children. A second child's fees are discounted by 25% and any subsequent children are discounted by as much as 50% if all attend full-time. These discounts apply to all Beechwood nurseries, School clubs and Holiday clubs, with the lowest fee attracting the greater discount.
- ☞ One month's notice in writing is required before withdrawal from nursery or fees will be charged in lieu of notice.
- ☞ All fees are payable monthly in advance and it is regrettable that there can be no refunds or reductions for absence.
- ☞ Beechwood retain the right to withdraw or refuse admission to any child who is disruptive, aggressive or suffering from any illness that could endanger the other children. Where a child has had a stomach upset, they may not attend nursery for 48 hours.
- ☞ Parents of children who are unwell must contact nursery to determine any exclusion period for the illness suffered.
- ☞ Children will not be released from nursery unless staff know or recognise the person collecting them. Written notification must be given in advance, if someone other than a parent is to collect a child and a password system is in place.
- ☞ Any returned or dishonoured cheques will be subject to an additional fee of £20.00 to cover bank charges.

## Beechwood School Clubs

Our experience shows that before and after school provision is best offered at small local sites. We therefore offer a number of strategically sited clubs that not only take children from the school, children from other settings are welcome too.

Children in our care are escorted to the school just prior to school starting and are collected from their classrooms as agreed with the individual school and parents ensuring continuity of supervision.

We provide play opportunities either side of normal school hours including games, arts and craft, books and a variety of toys. During the good weather we offer out-door play provision on the school playgrounds, and we also offer access to televisions and computer games. We try to ensure there is a quiet area available for children to do their homework, if they wish.

The adult to children ratios are in line with the national standards, with one member of staff to every eight children under eight years of age, with at least two members of staff supervising the children at all times.



*"The setting is bright, colourful and has a lovely atmosphere. The staff team are amazing and always there to help my daughter achieve to the best of her abilities. Her learning experience and journey has been lovely to watch with lots of happy memories along the way"*

*(Parent 2016)*



### **Terms and Conditions (School Clubs)**

- ☞ Full time places (i.e. five mornings and afternoons) will be charged at a discounted weekly rate.
- ☞ All fees are payable monthly in advance and it is regrettable that there can be no refunds or reductions for absence.
- ☞ Discounts may be available for advanced payment on a half-termly or termly basis. To qualify for these discounts payment must be made in the first week of term.
- ☞ Children must be collected promptly at the agreed time or a charge of £7.50 per child will be incurred per quarter hour or part thereof.
- ☞ Four weeks' notice in writing is required before withdrawal from the club or reduction in sessions attended or four weeks fees are payable in lieu of notice.
- ☞ Children will be accepted on an ad hoc basis subject to places being available, for which an extra charge of £1.00 per session will be made. This does not apply to children who are booked for other sessions during the week and are attending the club for additional sessions.
- ☞ Drinks and snacks are provided after school and those children wishing to bring a packed tea can be accommodated.
- ☞ Beechwood retain the right to withdraw or refuse admission to the club any child who is disruptive, aggressive or suffering from any illness that could endanger the other children.
- ☞ If your child is not attending after school club when booked, we would appreciate if you could notify staff in advance, as this saves time searching for children who do not arrive as expected.
- ☞ Any returned or dishonoured cheques will be subject to an additional fee of £20.00 to cover bank charges.

## **Beechwood Holiday Clubs**

Holiday cover is best provided by centralising facilities as this enables a wide variety of activities to be offered. Larger numbers of children make it practical to offer team games such as football, hockey, cricket and rounders, while still offering plenty of choice for those children not wanting to participate in organised games.

The holiday club operates on every day that schools are closed except weekends, bank holidays and for a week at Christmas. Locations vary from time to time to meet the demand, but places are always available in Meriden, Shirley and Southam. Places are available to all children whether they attend school clubs during term time or not. Please check with your local school club for location and availability.

The clubs offer a wide variety of activities for all children over three years of age including:

- Cookery
- Dressing up
- Art and craft
- Role play
- Books and quizzes
- Films and television
- Dolls houses, cars and other small world toys
- Indoor games including snooker, table tennis, many board games
- Outdoor games including football, rounders and other ball games

Drinks are provided during both morning and afternoon sessions and are accompanied by snacks. At most sites, hot cooked lunches are available if required, or children can bring a packed lunch.

The ratios are in line with the national standards, with a minimum of two staff supervising at all times.



### Terms and Conditions (Holiday Clubs)

- ☞ Family discounts are available for two of more full time children. The second child has a £1.00 reduction per session (£2.00 per day) and the third and subsequent children are half-price.
- ☞ Every attempt is made to accommodate requests for times that extend beyond a normal session, for example all morning and part of the afternoon or arriving before lunch and staying until the end of the day, but early booking is recommended.
- ☞ All fees are payable weekly in advance and it is regrettable that there can be no refunds of reductions for absence.
- ☞ Children must be collected promptly at the agreed time or a charge of £7.50 per child will be incurred per quarter hour or part thereof.
- ☞ Drinks and snacks are provided during both morning and afternoon sessions, and children should bring a packed lunch if attending all day. At some sites, a cooked lunch is available for purchase on request.
- ☞ Beechwood retain the right to withdraw or refuse admission to the club any child who is disruptive, aggressive or suffering from any illness that could endanger the other children.
- ☞ Any returned or dishonoured cheques will be subject to an additional fee of £20.00 to cover bank charges.



*"It's like a home from home environment, my son loves it here."*

*(Parent 2016)*

## Beechwood Settings

Beechwood at Burman	Beechwood at Haslucks Green
Burman Infant School	Haslucks Green Junior School
Velsheda Road	Haslucks Green Road
Shirley B90 2JW	Shirley B90 2EJ
T: 0121 745 8495 E: <a href="mailto:burman@beechwoodchildcare.com">burman@beechwoodchildcare.com</a>	T: 0121 733 6816 E: <a href="mailto:haslucks@beechwoodchildcare.com">haslucks@beechwoodchildcare.com</a>
Beechwood at Meriden	Beechwood at Mill Lodge
Meriden Church of England Primary School	Mill Lodge Junior and Infant School
Fillongley Road	Aqueduct Road
Meriden CV7 7LW	Shirley B90 1BT
T: 01676 523 637 E: <a href="mailto:meriden@beechwoodchildcare.com">meriden@beechwoodchildcare.com</a>	T: 0121 430 3521 E: <a href="mailto:millLodge@beechwoodchildcare.com">millLodge@beechwoodchildcare.com</a>
Beechwood at Southam	Beechwood at Southam (Baby Unit)
St James' Church of England Primary School	The Old Chapel
Tollgate Road	Arundel House
Southam CV47 1EE	50 Coventry Street
	Southam CV47 0EP
T: 01926 815 155 E: <a href="mailto:southam@beechwoodchildcare.com">southam@beechwoodchildcare.com</a>	T: 01926 816 510 E: <a href="mailto:southam@beechwoodchildcare.com">southam@beechwoodchildcare.com</a>
Beechwood at St Alphege	Beechwood at Windy Arbor
St Alphege Church of England Junior School	Windy Arbor Primary School
Widney Manor Road	Woodlands Way
Solihull B91 3JG	Chelmsley Wood B37 6RN
T: 07746 653 245 E: <a href="mailto:stalphege@beechwoodchildcare.com">stalphege@beechwoodchildcare.com</a>	T: 0121 770 6874 E: <a href="mailto:winyarbor@beechwoodchildcare.com">winyarbor@beechwoodchildcare.com</a>

	Baby Unit	Toddler Unit	Pre-school	Full Day Care	Short Session	Nursery Wrap-around	30 Hour Grant	School Club	Holiday Club
Burman		✓	✓	✓	✓	✓	✓	✓	✓
Haslucks Green	✓	✓	✓	✓	✓	✓	✓	✓	
Meriden	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mill Lodge	✓	✓	✓	✓	✓	✓	✓	✓	✓
Southam (St James')		✓	✓	✓	✓	✓	✓	✓	✓
Southam (Old Chapel)	✓			✓	✓				
St Alphege								✓	
Windy Arbor	✓	✓	✓	✓	✓	✓	✓	✓	✓

## **Equal Opportunities Policy**

Beechwood Childcare believes that no child or family should be excluded from the group's activities on the grounds of age, gender, sexuality, class, family status, means, disability, colour, ethnic origin, culture, religion or belief. We aim to ensure that all who wish to work in or volunteer to help with our group have an equal chance to do so.

### **Admissions**

Our group is open to every family in the community. Places are offered strictly on a first come first served basis.

### **Employment**

We appoint the best person for each job and treat fairly all applicants for jobs and those eventually appointed. No applicant is rejected on any of the grounds identified above. Commitment to implementing the equal opportunities policy will form part of the job description for all workers. All staff have enhanced DBS.

### **The Curriculum**

All children will be respected, with their individual potential recognised, valued and nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination. Opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

### **Resources**

These are chosen to give children a balanced view of the world and an appreciation of our multi-cultural society. Materials are selected to help children develop their self-respect and respect for other people by avoiding stereotypes and derogatory pictures or messages about any group of people. Materials are selected to help children of all abilities to develop at their own pace and reach their full potential.

### **Special needs**

The group recognise the wide range of special needs of children and are committed to catering for children who have specific/special needs. Please ensure you let us know of any special needs before your child starts.

### **Discriminatory Behaviour and Remarks**

These are unacceptable in the group. The response will aim to be sensitive to the feelings of the victims and to help those responsible to overcome their prejudices.

### **Food**

Medical, cultural and dietary needs will be met. Please ensure you discuss these with staff before your child starts.

## **Grievance Procedure**

Should anyone have any concerns regarding the service provided by Beechwood they should discuss the matter in the first instance with the officer in charge of the setting in question. If there is no satisfactory response, the concern should be escalated by writing to Janette Price at any of the addresses on the back of this prospectus. Children's services are also available to give advice in any matter that continues to cause concern.