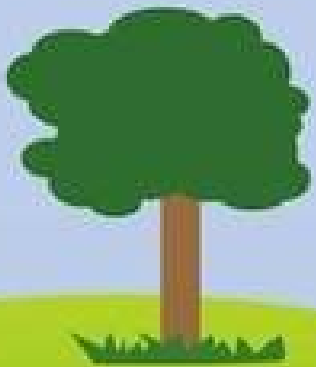




**Kids** and **Bibs**

**DAYCARE LTD**

Welcome  
Pack





Proprietor/Manager: Lynda Courtney

12 Moygashel Lane

Moygashel

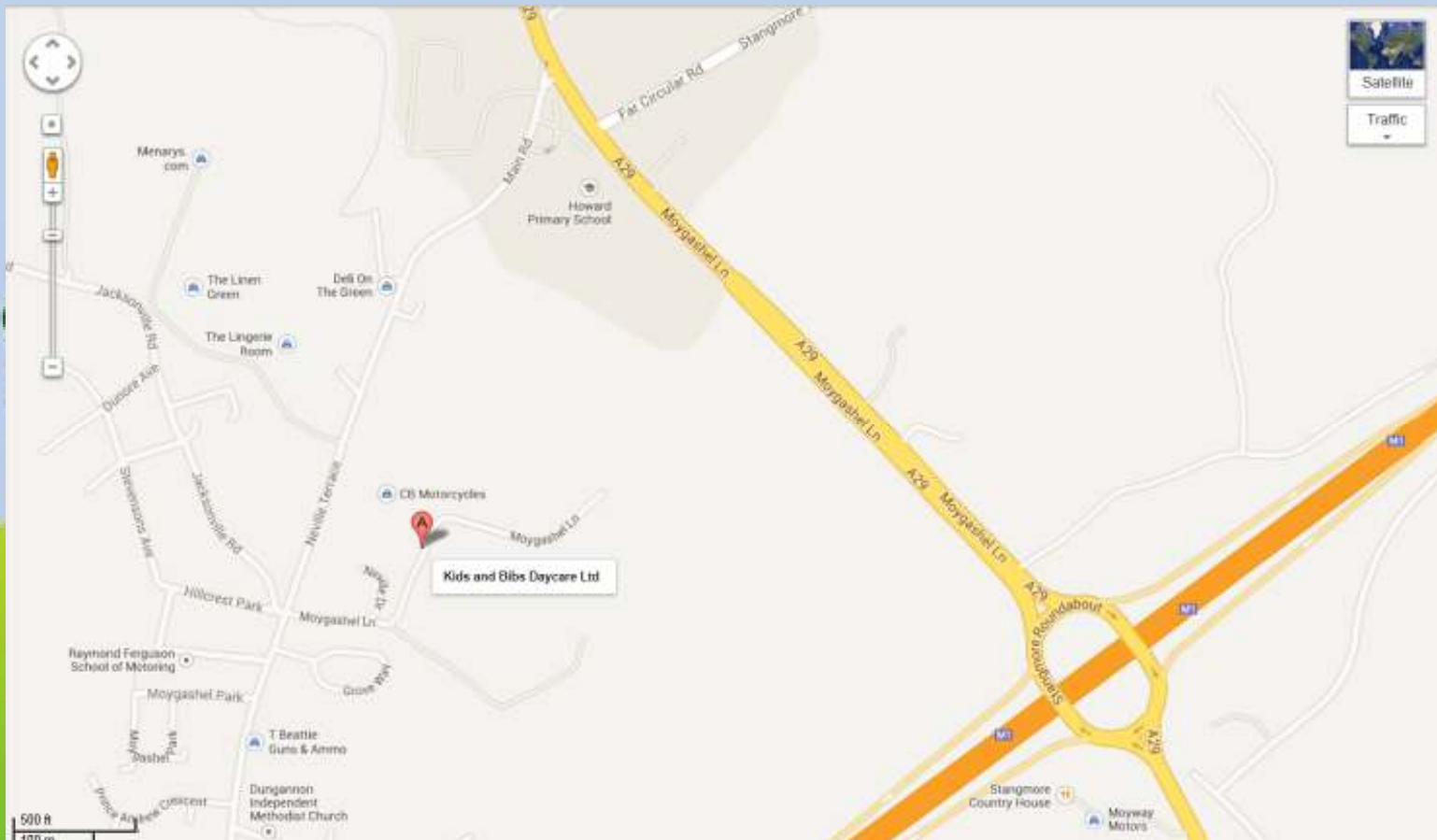
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# A warm welcome to Kids and Bibs Daycare Ltd

Thank you for choosing Kids and Bibs Daycare Ltd for your child/children. We are able to offer your child learning opportunities to aid in their development and learning in a fun and child centred learning environment.

We aim to create a happy, safe and caring atmosphere in which children can have fun and participate in a variety of play activities. Through varied learning opportunities they learn to share, discover new interests and abilities and work towards early learning goals. We are members of the Early Years Organisation.

## About the Nursery

Kids and Bibs Daycare Ltd is a purpose-built nursery, designed specifically with children in mind. We are situated in Moygashel on the outskirts of Dungannon and provide full-day care for children aged 2 months to 12 years on a full or part time basis from the hours of 7.30 am to 6.00 pm.

The daycare consists of 3 main rooms catering for children aged 2 months to 24 months, 2 years to 3 years and for children aged 3 to 5 years. The daycare has separate outdoor areas for each room which are specifically designed to enhance and stimulate children's learning and development. In addition there is a large spacious Afterschool room with an outside purpose designed play area. Little Mix Afterschool caters for children aged 5-12 years. Homework support is provided. Transfer tuition is available at an extra cost.

All the rooms are dedicated to individual age groups and follow the Early Years Foundation Stage. Every child will gradually progress through each room; the timing of the move will depend on his or her age, stage of development and individual needs.

## Manager and Owner of Daycare

My name is Lynda Courtney. I am married to Mark and have 4 children. My oldest daughter Hannah is 9 and her younger sister Jayne is 8. I also have twin boys Alexander and Thomas who are 4. I love being a mum; it is the hardest and most rewarding job I have ever held and I wouldn't want to change one bit of it. I still am in awe most days, that I'm a mother and that I have been given this wonderful opportunity and responsibility. I want to make sure my kids know that whatever they choose to do in life, I will be there supporting them and making sure their dreams come true. I also want this for all the kids that enter Kids and Bibs Daycare.

My first degree was a BA Hons Degree in English and Japanese. I continued my studies passing a Postgraduate and gaining a Commendation pass in my Masters in T.E.S.O.L. (Teaching English as a Secondary Language) I spent a period of time teaching English in Hungary. Later in my career I passed my PGCE primary and spent many years teaching primary pupils in various schools including Aughnacloy P.S., Killyman P.S., Orritor P.S., Maine I.P.S, and McClintock P.S. At SRC College, Armagh, I lectured modules in Health and Social Care, Childcare, Essential Skills and ASDAN courses for pupils with special educational needs. Keeping up to date with relevant training has always been important to me. I have passed and lectured an NVQ level 2 Autism awareness course at SRC College. Additionally I have passed and lectured an NVQ level 2 Special Needs Module of study at SRC College. I have attended MENCAP training in disability awareness, child protection, health and safety during games, team building and managing disruptive behaviour. Additional training/courses include Brain Gym training, numeracy strategy training, SRC deaf awareness course, beginner Portuguese, an introduction to sign language, SRC S.E.N.D.O. training, revised curriculum training, Level 2 food safety and Level 2 Exploring Business Enterprise. I have an interest in developments in education and I sat on the Northern Ireland advisory panel from September 2009 – September 2011 as a voluntary committee member for TAMBA (Twins and Multiple Births Association). My specialised area was education. I was chairperson of Tiny Tots Cross Community Playgroup in Stewartstown from September 2008 to June 2010. My dream of owning a daycare came true in July 2013 and the building work has begun with completion due in November 2013. I am so excited and have so many short/long term plans for Kids and Bibs Daycare. I plan to create a loving caring environment where children's individuality comes first and they are given the skills and opportunities to continue to develop to their full potential.



## Staff

To enable us to offer the highest quality care, we recruit highly motivated staff that are committed to providing the best possible care for your child. All staff are offered ongoing professional training and development to maintain the highest standards. Each member of staff will have a minimum of Level 2 qualification in childcare. We will encourage all staff to attain a Level 3 qualification in childcare.



## Useful Information

### **Settling period**

'Settling in period' is the time before a child joins Kids and Bibs Daycare Ltd when they can visit with their parents and stay for a while in order to get to know the staff, children and their new environment. We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help to promote friendships and to be able to share with

their parents afterwards the new learning experiences enjoyed here at Kids and Bibs Daycare Ltd.

In order to accomplish this, we:

- Have Stay & Play sessions. Once on our waiting list we offer a unique opportunity for you to get to know the staff and for your child to interact with them and the other children. Simply ask a member of management to book you a Stay & Play session and you can bring your child into the nursery and stay with them for an hour in the room they would be joining. You can have up to 3 of these sessions leading up to your start date, and they are completely free. If you choose to leave them alone during a stay and play session we will ensure that your child's key worker will be available to spend that time with your child.
- Children will be shown around the area where they will be based and also where they will sleep (if applicable), play, eat and hang their coat. Parents will be able to discuss any particular sleeping or eating habits their child has or any other individual needs they would like us to consider.

## Early Learning

Within the daycare, all children are supported in developing their potential at their own pace. Our system enables us to ensure a planned curriculum tailored to the needs of individual children. Through thorough and regular observations, and a sound knowledge of the child, staff will assess and evaluate developmental rates, and working within EYFS Framework we are able to plan and offer an individually appropriate curriculum to progress with confidence to the National Curriculum at the age of 4/5 years.

Areas of learning we cover are:

- Personal, Social and Emotional
- Communication, Language and Literacy
- Mathematics
- Creative
- Knowledge and Understanding of the World
- Physical

During all the above areas of learning we plan for:

- Opportunities to observe, assess and plan the next stage in children's learning
- Relevant training to improve staff's knowledge, skills and understanding
- The individual needs of children
- Activities that are imaginative and enjoyable

Each play session is designed to provide a variety of activities and to encourage children in all aspects of play. Each room will have activities to meet the age and stage of development of the children. The children are



encouraged to join in group activities such as music, small apparatus and story time, and also to initiate their own activities and to move freely between the activities of their choice.

Our team of experienced staff observe the children and assess their progress to ensure they are happy and settled.

There are generally a variety of activities on offer for the children to take part in such as painting, cutting and sticking, dough, dressing up, puzzles and sand.

## Fees and sessions

Fees are notified at the beginning of every month by invoice. Fees are based on days booked and not on attendance. Fees are payable on an agreed payment date and one month in advance. Various methods of payment can be discussed with management.

A retainer fee of £50 will be required to hold the registered place until the start date. This will not be required until you have a private viewing after the building work is completed. This will be fully refunded after the first month's payment.

All fees are non refundable, even if a child is absent through illness. In emergency cases, sessions may be swapped if numbers permit, although management have the right to refuse this option.

Fees continue to be due until a place has been cancelled in writing. Notice of four weeks must be given to cancel a child care place.

## Collection and Drop Offs

Your child's safety is always of paramount concern whilst they are at Kids and Bibs Daycare Ltd therefore we have put into place a number of safety procedures for picking up and dropping off your child.

- When bringing your child to Kids and Bibs Daycare Ltd we ask that you park in a car parking space.
- Please note that there is also a reverse into parking spaces policy, this keeps children safer as you have better visibility when driving out of the parking place.
- Your child needs to be escorted into the premises and signed in.
- Please be aware of keeping the outside door closed.
- When collecting please sign your child out so that we know they have left the premises safely. There will be a book at front reception.
- Please let staff know if someone else is collecting your child. Ask them to bring photographic ID.

- We also have a password alert system. Only you and the person collecting know the password.

## Sick children

We would appreciate your support in helping to stop the spread of contagious/infectious childhood ailments. These include sickness and diarrhoea, conjunctivitis, rashes, thread worms etc. Please do not send your child for at least 48 hours after the ailment and inform staff by phone if your child will not be attending Daycare. If a child is off sick we cannot refund or credit sessions for non-attendance.

## Open Door Policy

Our aim is to maintain a close relationship with all parents/carers and operate an open door policy, which enables you to visit at anytime. We like to involve parents/carers in their child's time at Kids and Bibs Daycare Ltd by encouraging visits, where they can join in with activities and also discuss their child's progress and development. We work closely with all parents/carers to ensure their needs are met. Parents are invited to telephone the office at any point during the day to check that all is well.

## Working closely with Parents and Carers

Here at Kids and Bibs Daycare Ltd we believe in working closely with parents and carers. This helps to build up a good relationship with families and bridges the gap between Pre School and home. When you attend your pre-arranged tour with management you will receive a booklet called All About Me, we ask you to fill in as much information as possible. This allows your key worker to get to know you and your child before starting at nursery. If you would like any assistance filling in the booklet, please speak to a member of management and they will arrange for your key worker to go through this with you. Sharing information helps the key worker to get to know your child before they start.

At Kids and Bibs Daycare Ltd all children are allocated a key worker; this is a member of staff who has a special responsibility for your child, giving them the reassurance to feel safe and cared for. This member of staff will help your child become familiar with the daycare and will develop a relationship with you and your child. The key worker will carefully record your child's progress and development and will share this with you. We encourage parent/carers to work alongside our staff as by doing this it has a positive impact on children's learning and development.

We thank you for your co-operation and look forward to welcoming you and your child/children to Kids and Bibs Daycare where learning is fun.

## Essential items to bring to Daycare

There are a number of things your child will need to bring to Kids and Bibs Daycare Ltd with them when they start. These things will include:

- A change of clothes (labelled in a bag) to leave on peg. (0-2 room, 2-3 room, 3-5 room and afterschool.)
- Outdoor shoes or Wellingtons and coat (these can also be left at nursery if necessary). (2-3 room, 3-5 room and afterschool)
- Comforters (not games or toys). Please note that staff cannot be held responsible for any breakages. (0-2 room, 2-3 room and 3-5 room)
- If your child is in nappies please send in wipes and nappies.
- If your child is potty training please send in extra pants and trousers.

Please ensure that you supply these items, as we want your child to be as happy and comfortable as possible at Kids and Bibs Daycare Ltd.

## Waiting list

At Kids and Bibs Daycare Ltd we have adopted a waiting list system due to the nature of the demand for spaces at the nursery. We are prompt in letting parents know when a vacancy becomes or is about to become available.

Parents are placed on the waiting list as soon as a completed registration of interest form (which is available in the brochure pack) has been received. Upon receipt we put the date at the top of the form. You will be placed on a waiting list for a private viewing when the building work has been completed. You will then be able to make an informed decision as to whether Kids and Bibs Daycare is suitable for you and your child/children. A member of management will assist you with paperwork and arrange your stay and play visits. Please note a child requiring a full-time place will usually have preference over another requiring a part-time place. There is an admission policy available if you would like to see the entrance criteria. Please ask a member of management.

## Happy to help

For more information on any part of our Nursery, please speak to a member of staff or ask to see our full Policies and Procedures document. We aim to create a challenging, stimulating and happy learning environment for all children regardless of their ethnicity, culture or religion, home language, family background, specific requirement, gender or ability.

We look forward to meeting you and your child/children.