



## **PARENT PROSPECTUS**

At Zig Zags, children are our focus. We strive to ensure that both you and your child will experience a high quality of care and education within a happy and loving environment, as well as recognise the diverse culture and religions amongst our children.

We aim to provide a caring secure and safe environment for your children so that we ensure the children have that quality and continuity in care.

We believe partnership with parents is vital, as it helps us care for your child, together with you, so consistency is maintained. It is not always an easy transition from home environment to a new setting, which is why we value parent/carer partnership.

It is our aim to develop and maintain a happy and fruitful relationship based on trust and honesty from the moment your child joins us.

### **Opening Hours**

Zig Zags (Wellwood) opens at 8:00am to 5.15pm. Zig Zags (Percy Rd) opens 9.00am to 12noon. Extended hours are available and discussed on request.

Breakfast is served from 8:00am to 8:30am  
Mid-morning snack is served from 10:00am to 10:15am  
Lunch is served between 11:30am to 12:00pm  
Tea is served from 3:15pm to 3:45pm

For the purpose of planning and catering for your child, we do ask parents to notify the nursery of your child's pending absence the day before as late arrivals cannot be admitted into the nursery after 9:30am

### **Our rooms**

#### **Babies 3 months - 24 months (Baby Room)**

This is large and spacious area for those children who are at the stage of crawling and exploring! The babies' room has its own kitchen area where milks can be prepared and separate nappy changing room ensuring privacy. The room is divided into two areas, a carpeted play area and a creative as well as lunch area. The babies are stimulated with music, singing, reading, arts and crafts. During the day, babies have access to both areas of the room.

#### **24 months- 36 months (Toddler room)**

This room is located outside of the main building and with large folding doors panda room offers opportunities for free flow into the garden.

A range of activities are planned and provided which promote children's learning and development. This room is designed to allow children to gain more independence and increase their confidence as they start to mature.

#### **36 months – 60 months (Pre-School Room)**

This room is large and vibrant and overlooks the garden. This room also offers a family model where the children are able to learn through play activities and resources. This provides opportunities for language development through both stories and nursery rhymes. The younger children will be developing their language and social skills whilst the older children will be gaining more independence and autonomy.

## **Garden Area**

Both sites has a safety surface and offers a safe environment for children to explore and discover. Daily activities are often set up on a larger scale to that offered in the rooms. The garden offers space to run, climb and jump freely.

## **Inspections and security**

Zig Zags Day Nursery is registered with OFSTED, our regulatory authority whom ensure we meet their standards of care and education. We also liaise with other professionals, such as, Environmental Health, Fire Authority, and security specialists to ensure that our premises and facilities are safe and secure. The nursery is also equipped with CCTV.

## **Collecting Children from Nursery**

If children are collected from anyone other than their parents, we need you to inform us. We will need a clear photograph to identify the person. In an emergency you can telephone us and supply a password, which your representative must know and repeat to us before we release the child. In the case of any doubt, the child will not be released.

## **Settling in Period**

We realise that it can be a daunting experience for a child and parent/carer to start a new setting, which is why at Zig Zags we provide a 'Settling in Period'. Together we can ensure that the transition between home and nursery is as smooth as possible for both you and your child. This takes place the week before your child's first day!

Sessions may vary from an hour, to a few hours over the prior week to your official start date dependant on how well the child settles. This will be assessed with the key worker and a Senior Officer.

This period is free of charge to show our commitment to making this transition process as easy as possible.

## **Routine at Nursery**

We believe a routine helps children feel re-assured as they know what to expect. We also believe that they should be flexible rather than rigid, but structured enough for a child to anticipate what is likely to happen next.

Consistency allows children to develop and is therefore very important.

Staff at Zig Zags meets regularly and exchanges information during the day to ensure consistency is maintained.

We use a variety of learning tools catering for all aspects and needs of children to suit their developmental stage. The welfare and safety of children is paramount and therefore our equipment meets safety standards and guidelines as well as being age and stage appropriate.

## **Your child's development**

Our aim is to provide a homely, caring and stimulating environment for our children where they can develop and learn to their full potential. Activities at Zig Zags are planned in line with our statutory requirements of the Early years Foundation Stage curriculum 2021 (EYFS). Assessments will be based primarily on observation of daily activities and events. We note in particular the learning which a child demonstrates spontaneously, independently and consistently in a range of contexts. We will take account of a range of perspectives including those of the child, parents and carers and other adults who have significant interactions with your child. Our curriculum plans are displayed in your child's room.

The EYFS is made up of two areas; Learning and Development and Characteristics of Effective Learning

## **Area of Learning & Development**

### **Prime areas:**

- Personal, social and emotional
- Communication and Language
- Physical development

### **Specific areas:**

- literacy
- maths
- Understanding the world
- Expressive Arts and Design

## **Characteristics of Effective Learning**

### **Play and exploring – engagement**

- Find out and exploring
- Playing with what they know
- Being willing to 'have a go'

### **Active Learning – motivation**

- Being involved and concentration
- Keeping trying
- Enjoying achieving what they set out to do

### **Creating and thinking critically – thinking**

- Having their own ideas
- Making links
- Choosing ways to do things

## **Learning and development in partnership with parents**

Here at Zig Zags Day Nursery we have an online observation, assessment and planning portal called **EYLog**. Here all children's written, photographic and video observations are recorded. Parents are actively encouraged to contribute to their child's learning record by way of photographs and videos. Communication of the topic of the month, celebrations and special events are posted to parents in advance.

## **Diet and Nutrition**

Zig Zags offers a well-balanced diet, which is sensitive to children's individual needs and requirements, therefore dietary requirements are catered to. An onsite cook who will pride freshly prepared meals each day consisting of a variety of cultural foods and dishes. Breakfast, lunch and tea are also provided. We also value mealtimes as a chance to socialise and enjoy, and every effort is put into this part of the day to make it as 'homely' as possible, for e.g., the use of placemats, tablecloths and eating together with staff, to encourage good eating habits and present good role models. The older children are encouraged to self-serve their meals.

## **Staff**

We employ experienced and qualified staff, who have been police checked and have worked with children before joining us. We operate a key worker system, which means an assigned member of staff cares for your child. Parents may discuss their child and any concerns with this key worker.

## **Special Needs Provision**

We follow an inclusive practice and therefore provide provision for children with Special Educational Needs. We will work closely with children, parents, staff and external agencies to develop relevant support and knowledge in providing care in this area.

## **Uniform**

There is a uniform policy from the age of 2years. These can be purchased from Reuben's School Outfitters, 100 Meads Lane, Seven Kings, Ilford, Essex, 8QN. There is a selection of second hand uniforms if preferred.

## **Fees**

All fees are payable each month in advance by standing order to credit our account on 1<sup>st</sup> of each month.

A deposit of £200.00 (£250.00 for two children) is required. A non-refundable registration fee of £50:00 (£100.00 for two children) is also charged. The deposit does not off-set fees payable and is refunded only upon termination giving one full month's notice in writing of your child leaving the nursery and account settled in full.

There is a 10% sibling discount applied for one twin or one other sibling attending the nursery. Early Years Free Childcare is available for 3/4 year olds which comes into effect in the term after their third birthday.

## **Late fees**

A late collection fee of £5.00 is charged within the first 15 minutes will be incurred and an additional £5.00 for every fifteen minutes thereafter.