

Prospectus

2011/12



Dear Parent/Carer

We are very pleased to welcome you and your Child to Clever Clogs.

We aim to provide a warm, friendly and exciting environment in which your Child will enjoy learning through play.

We believe strongly that Children develop best when Staff and Parent/Carers work together.

You know your Child better than anyone else and you have already helped him or her to get off to a great start. We want to continue this work and invite you to talk to us about the needs of your Child.

This prospectus explains how our organisation operates. We hope you enjoy reading through it and if you have any questions please feel free to phone us.

We hope you and your Child enjoy your time here at Clever Clogs and we look forward to working together.

Debbie Tasker
Manager

Lisa Webb
Manager

Information about Clever Clogs Nursery, Breakfast & After-School Clubs:

Background/History:

The Nursery has been part of the community for the past 30 years or so. During this time it has provided hundreds of Children with an early education and prepared them for entry into primary school. Over the years the Nursery has also provided opportunities for local employment and the chance to gain experience and qualifications in Childcare. Students have gained high quality work experience and gone on to further their careers in the profession. The Childcare offered by the Clever Clogs enables parents the flexibility of choice to be able to pursue their own careers and interests in the knowledge that their Children are in safe hands during the day.

Management and staff:

Clever Clogs is run under joint management with a qualified staff structure appropriate to the staff/Child ratio. We work very closely with the Parents, the local community, Hillcrest Primary School and the local High Schools and colleges. Our standards are maintained by working in association with Ofsted. We encourage all staff to attend training courses to keep up to date with the legislation, standards and to continually develop their skills.

Debbie Tasker has been involved with the Nursery for the last 20 years, first as a Parent helper and later gained her qualifications in Childcare and Education NVQ Level 3. Debbie previously worked as a Childminder and also worked for the Parents Resource Centre. She has two, grown-up Children of her own.

Lisa Webb has been with the Nursery for the past 11 years in this time she has gained her NVQ Level 3 in Early Years Childhood and Education Studies. She has two Children of her own and several years experience working as a Childminder. She is also experienced in working with Children and adults with learning difficulties.

Aims:

- To work closely with Parents/Carers and provide a safe, stimulating, friendly and fun environment for Children aged between 2-11 years.
- To work together at easing the transition between being at home with Mum, Dad or Carer to starting Nursery (for both the Carer and Child).
- To offer flexibility for Parents by providing extended support at the beginning and end of the working day.

If you would like to discuss your Child's care and your query is fairly brief, please come into Nursery at the beginning or end of the session to have a chat.

However, if you would like longer discussion please make an appointment with the appropriate person at a time suitable for you both.

Clever Clogs:

Our staff are here to listen to the Children, to provide a wide range of crafts, activities, games and equipment to suit all ages and stages of development from 2 years –11 years. We also have an outdoor area for the Children to use. Clever Clogs will include the Children in the weekly planning; this will help ensure that your Child's interests are catered for. Clever Clogs will ensure that your Children are able to enjoy themselves in a safe and stimulating environment.

Breakfast and After-School Club:

The aim of the Breakfast/After-School Club is to offer a place where the Children can come and relax, have fun with friends before and after school. This service provides an opportunity to extend the school day to enable Parents and Carers the freedom to work or study safe in the knowledge that their Children are being well looked after. Clever Clogs are registered with Ofsted.

The Children are escorted to and from Hillcrest School with the 'Walking Bus'. We provide the Children with bright orange reflective jackets to maximize safety. Please send your Child with appropriate clothing and footwear as we walk in all weather conditions.

Nursery:

Staff provide activities which help develop language, co-ordination and manipulative skills, such as sorting, colour, shape, number, letter recognition and imaginative play etc. These are all basic skills required to entering school. A list of weekly activities will be on the Parents Notice Board. We currently work with the Early Years Foundation Stage (EYFS) Framework. During the time your Child is with us we will observe and record their development. When your Child moves on, a 'Transition Sheet' detailing his/her development will be forwarded to their new setting. This will also include a 'Learning Journey' scrap book containing photos, pictures and a record of special occasions or events.

The EYFS is based on four principles of planning for your Child's development:

- A unique Child
- Positive Relationships
- Enabling Environments
- Learning & Development

This is explained in more detail later in the prospectus.

Starting at Clever Clogs:

- The stage your Child is at when toilet training isn't an issue at Clever Clogs, as we will continue to do what you are doing at home (Nappy, Potty, Toilet). Please provide nappies, wipes and a spare change of clothes in a named bag.
- You are more than welcome to stay with your Child for the first couple of sessions to help you both adjust if you wish. As you are probably aware each Child is different, so if your Child is likely to get upset then please bring along any comforters they may have e.g. Dummies, Blankets, Teddy's etc.
- Children will require appropriate footwear for indoor & outdoor play.
- In hot weather all Children are to have sun cream applied prior to attending Nursery. Children attending the After-School club should bring sun cream with them. Please provide your Children with sun hats.
- We have a wide variety of messy activities and although we provide aprons, sometimes accidents do happen. Please make sure your Child is dressed appropriately.
- We have Nursery t-shirts, sweatshirts, fleeces and bags on sale at a reasonable price, even though these are not compulsory, they are recommended.
- For Nursery, each Child has their own coat peg with their name on it. This helps them to recognise their own name. They also have their own box where they keep anything they have made throughout the session for you to take home when you collect your Child.
- If you would like to arrange a home visit, please contact a member of staff to discuss your needs.

Activities:

We plan activities around your Child's needs to support their development. We encourage the Children to take part in activities but they are not forced to do so as we also encourage them to make their own decisions and choices. We also encourage the use of social skills, interaction (with other Children and adults) and basic good manners. Our policy is to encourage positive behaviour, sharing and negotiation. Staff set good examples by setting the rules in consultation with the Children and by encouraging responsibility e.g. tidy up time. Activities are varied, these include; cooking, sand and water play, junk modelling, musical instruments, tents and tunnels, themed home corners, play dough, paints and outdoor activities such as nature walks and treasure hunts.

Special Educational Needs (SEN):

A small number of Children may have special needs; these may be learning, physical or emotional needs. If you have any concerns please let a member of staff know. Our staff are trained to recognise signs that may be related with special needs, if this is the case the managers will liaise with you throughout their time with us to enhance your Child's abilities.

Safety:

- Please inform Clever Clogs in writing of anyone permitted or NOT PERMITTED to collect your Child.
- If for any reason you cannot pick your Child up from Clever Clogs we would ask you to fill in a security sheet before hand with details of the person who will collect them. In the case of an emergency the Parent/Guardian is still to ring with these details. Please send the named person with either ID or a mutual password.
- Please inform staff of any known allergies or medical conditions your Child may have.
- If your Child wears earrings could you please ensure they wear studs for safety reasons. Rings and necklaces are not permitted.
- Please try to make sure your Child doesn't bring any valuables or toys to Clever Clogs as we cannot be held responsible for any loss or damage and we don't want to cause unnecessary distress to the Children.
- If you hear the fire alarm whilst at Clever Clogs, please follow a member of staff out of the building to the nearest fire exit and walk to the far side of the car park. There is a detailed fire exit route on the office door.

Safeguarding Children:

The welfare, safety and protection of Children whilst in our care is paramount. The managers are responsible for this and all staff recognise their responsibilities to the Children in their care. Members of staff understand the procedures they have to follow if they suspect abuse. All Parents/Guardians are welcome to look at our Child protection policies whenever they wish.

Medication:

- If your Child is well enough to come back to Clever Clogs and needs to finish his/her medication then please ask for a medication form. A copy of the medication form will be shown to you when you pick up your Child and you will be required to sign this.
- Only qualified staff are permitted to administer medication.
- Staff are fully trained in First Aid.
- Government guidance recommends that Children under the age of 5 should be absent for 72 hours before returning to Nursery after Sickness and Diarrhoea.

Packed Lunch/ Snacks:

- If your Child is staying for packed lunch/tea then this is to be provided by the parent/guardian. We are able to heat food using the microwave oven. We promote healthy eating and would appreciate it if you sent a healthy lunch/tea. Please do not send any sweets or fizzy drinks etc.
- Please can you clearly name your Child's lunch box and anything that may need to go in the fridge.
- Please do not send any cutlery with your Child as we provide these.
- We provide all the Children's snacks daily except on a Wednesday as we don't have access to the kitchen and require you to bring your own.

Complaints:

Any complaints should be addressed directly to the managers. If you feel the need to speak to Ofsted all of the numbers and guidelines you should need are on the Parent's Notice Board.

Insurance:

Clever Clogs have full Public Liability insurance, which is displayed on the Parents Notice Board. Clever Clogs cannot be held responsible for your Child whilst in your care, when arriving and collecting on the premises. Staff cars are covered by business use insurance in case of emergencies.

Fees:

- You will be billed half-termly unless you are in receipt of benefits (proof of which will need to be seen) to help assist financial planning.
- Fees have to be paid in full within the first two weeks of receiving the bill or an additional £10 per week will be added each week thereafter.
- Clever Clogs is registered with the Early Years Childcare and Development Partnership so the term after your Child turns three years of age they are entitled to five free Nursery sessions a week. Each session is worth two and a half hours. Parents are expected to pay any excess weeks that are not covered by the Childcare Education Grant.
- Fees are still to be paid in full if the Child is absent due to sickness, holiday leave or if Clever Clogs has to be closed due to bad weather.
- In bad weather conditions we advise Parents/Guardians to contact Clever Clogs before bringing Children in. You can phone us on either 01366 383337 or 07894237341. If Clever Clogs is closed due to bad weather we will try and get this broadcast via Radio Norfolk (104.4FM).
- Late Collection – A charge of £5 per 15 mins will be added to your bill for late collection. Please ring to inform if you are going to be late.

Application Forms:

All application forms must be fully completed and returned before your Child can start Clever Clogs. The application forms must have the correct information to the best of your knowledge e.g. allergies, special diets etc.

Cancellation of Sessions:

If you wish to withdraw your Child from Clever Clogs you are required to do so in writing and give half a terms notice. You are required to pay up to the end of the half term even if you withdraw your Child beforehand.

Equal Opportunities:

At Clever Clogs we celebrate a range of Festivals and Celebrations throughout the year. These may include Chinese New Year, Mothers Day, Easter, Halloween, Christmas etc. If you don't want your Child to take part in any of these because of personal beliefs/ religions please let a member of staff know so we are aware of this. If you would like to look at our full Equal Opportunities Policy it is available for you to look at when ever you wish.

Registration Procedure:

When your Child starts at Clever Clogs you will be required to complete some forms. These will include:

- Child Details Form
- Times & Sessions Form
- Consent Form
- Medication Form (if needed)
- Claim Form (3-4 year old funded Children)
- 'All About Me' form (Child)
- 'All About My Child' form

There is no registration fee.

Emergency Contact Details:

As a Parent/Carer it is your responsibility to inform us of any changes to your address or contact numbers.

Key Person:

Each Child will be assigned a 'Key Person' to work closely with the Child and Parent/Carer during their time at Nursery. A Key Person has special responsibilities for working with a small number of Children, giving them the reassurance to feel safe and cared for and building relationships with their Parents/Carers.

Early Years Foundation Stage Framework (EYFS):

From September 2008 the Early Years Foundation Stage (EYFS) became the statutory framework for all those working with Children from birth to 5 years of age. The EYFS states that practitioners must support every Child to develop and learn.

Children are competent learners from birth and develop and learn in a variety of ways. As practitioners Clever Clogs staff will take into consideration your Child's needs, their interests and stages of development. We will use this information to help plan a challenging and enjoyable experience across all areas of learning. Each Child will be assigned a 'Key Person' to work closely with the Child and Parent/Carer during their time at Nursery.

We recognise that your Child has other learning experiences outside of the Nursery setting. We encourage Children to share this with us. This shows the importance that will be given to their home environment and helps the Child to feel special. This sets the foundation for the relationship between the Parents/Carers and Child's 'Key Person'.

Continuous Provision:

Continuous Provision is the term used for the how the Nursery environment is planned and organised to meet the learning & development needs of the Children. This broken down into four principles:

'A Unique Child'

- Key resources are available for Children to choose independently.
- The Nursery provides opportunities for each Child to follow and concentrate on their interests.
- The Nursery will be appropriate to the age and all-round development of the Children.
- The Nursery reflects and values the cultures and languages of all the Children and their local community.

'Positive Relationships'

- The staff will enable Children to take responsibility for their own play, supporting, sharing and following the Children's interests.
- Babies and young Children have time to be nurtured, re-visit and continue their development and learning.
- Areas of provision are organised to encourage Children's social development.
- Information from Parents/Carers will be reflected in the provision, providing familiar experiences for the Child.

'Enabling Environments'

- The areas of provision are enhanced over time to offer additional experiences or to follow and develop Children's play and learning.
- Outdoor play is organised to give Children opportunities for doing things in different ways and on different scales than indoor provision.
- The Nursery allows the Children to make choices about what they are going to do, how and where they are going to do it.

'Learning & Development'

- The Nursery is resourced to give a breadth and depth of experiences and opportunities across the six areas of learning and development.
- Learning intentions are open ended.
- The Nursery is organised so that Children can explore and think in imaginative and creative ways.

The Six Areas of Learning:

The learning and development points are divided into six areas of learning as follows:

Personal, Social and Emotional (PSE):

Our main objective is to encourage Children's confidence and for them to form a sense of self-awareness. We achieve this through individual and small group activities. We nurture the Children and encourage them to take an active role in their learning.

Communication, Language & Literacy (CLL):

Language and communication is the centre part of development. Our main objective is to provide our Children with a wide range of different language in all areas of play and learning by engaging Children in meaningful conversation. We encourage all of our Children to express their needs and feelings and develop their listening skills and social interaction. We encourage all of our Children to participate in musical activities and rhymes and we provide both stories and non-fiction books.

Problem Solving, Reasoning & Numeracy (PSRN):

Mathematics is everywhere and our main objective is to develop Children's mathematical and problem solving skills mainly through play. This involves counting, matching, sorting, sizing, shapes, space and measurement. We encourage Children to use and develop their skills through play, stories, songs and role-play. Mathematical language is used and developed in these activities.

Knowledge and Understanding of the World (KUW):

We provide many opportunities for our Children to investigate and to make sense of the world around us. Our home corner which is changed regularly, encourages Children to act out and make sense of many roles e.g. doctors, police, hospitals, post office, library etc. Our Children also have the opportunity to explore and develop ICT skills. We regularly look at different countries and cultures; this could be the first time the Children learn about different religions and beliefs.

Physical Development (PD):

All our Children have the opportunity to explore different types of development and master basic skills of co-ordination and manipulation of small objects. Children develop confidence through activities both indoor and outdoor through climbing, running, dancing, throwing, catching, music and movement and group games. We also develop fine motor skills such as holding pencils, paintbrushes and scissors.

Creative Development (CD):

We are very proud of the range of creative activities that we offer at Clever Clogs. There is a craft table set up each morning and each afternoon session, which changes daily and is linked into our theme. All Children are actively encouraged to participate in craft activities. Our creative activities use a wide range of materials e.g. collage, paint, chalk, crayons, pencils, junk modelling, salt dough etc. Alongside the craft table we also offer a paint easel, which is set up daily giving Children the opportunity to paint anything they wish to express their feelings. These opportunities allow the Children to become independent and give them the opportunity to choose which materials they would like to use and express their thoughts and feelings. Alongside these activities the Children also explore the 5 senses through activities such as Music and Movement, Designing and Making and Imaginative Role Play.

Behaviour Policy:

Our policy is to encourage positive behaviour. We do this by being good role models, setting good examples, we interact with the Children and encourage the following:

- Sharing and negotiation
- Using good manners
- Explaining to the Children that they should treat others as they wish to be treated
- Praising positive behaviour
- Using stickers as rewards
- Putting leaves on the 'Kindness Tree'
- Distracting the Children e.g. leading the Child to another activity
- We also acknowledge the Childs feelings, and recognise that they may need their own time and space
- Encouraging responsibility e.g. tidy up time
- If we have any concerns we will liaise with the Parents/Carers

If you have any concerns about your Childs behaviour, please do not hesitate to talk to a member of staff.

Nursery & Breakfast Club - Daily Routine:

Time	Routine
7.30am	Breakfast Club: We have a range of stimulating activities for the older and younger Children. At 8.30am the Hillcrest Children go to school with the 'Walking Bus' and we prepare for the Nursery Children coming in.
9.00am	Children arrive and settle in, they have free play with craft tables and they are encouraged to choose an activity of their choice. We have a wide variety of tabletop and floor activities.
10.15am	Snack bar opens. Children wash their hands and have their turn at the snack bar where they find their name card, pour drinks and choose from a wide selection of healthy foods from our weekly menu. We use this time to interact socially with the Children. Children are encouraged to help tidy up. If they do not want to do this they are free to sit on the book mat with a member of staff and look at books or flash cards. We take this opportunity to share news, talk about things such as the weather, days of the week, the months and the seasons.
11.00am	Indoor and outdoor activities and games including dancing, parachute and ring games.
11.15am	A session of music and movement, story, songs and circle time.
11.30am	Home time for the a.m. session Children. Wash hands and have packed lunch (which you provide) for the Children that stay all day. Children then choose a quiet activity.
12.30pm	Children arrive and settle in, they have free play with craft tables and they are encouraged to choose an activity of their choice. We have a wide variety of tabletop and floor activities.
1.15pm	Snack bar opens. Children wash their hands and have their turn at the snack bar where they find their name card, pour drinks and choose from a wide selection of healthy foods from our weekly menu. We use this time to interact socially with the Children. Children are encouraged to help tidy up. If they do not want to do this they are free to sit on the book mat with a member of staff and look at books or flash cards. We take this opportunity to share news, talk about things such as the weather, days of the week, the months and the seasons.
2.30pm	Indoor and outdoor activities and games including dancing, parachute and ring games.
2.45pm	A session of music and movement, story, songs and circle time.
3.00pm	Home time.

After-School Club:

Time	
3.30pm	Pick up Children from Hillcrest – 'Walking Bus' back to the Community Centre
3.50pm	Arrive at Community Centre. Wash hands, Children sit down and help themselves to a healthy drink and snack. We take this opportunity to share news and talk about the day.
4.00pm	<p>We provide a wide range of Craft activities, games and equipment to suit different Children's interests, these include:</p> <p>Cooking, Basket Ball, Parachute games, Football Table, Sand play, Water play, Home Corner, Book Corner, Play Station and Sing Star games, Ball games, all sorts of Craft activities and lots more.</p> <p>For Children who want to do their Homework, we have tables set aside.</p> <p>We have a spacious Outdoor Area so that Children can enjoy fresh air and exercise.</p> <p>We encourage the Children to join in with the planning of our activities. This adds to the enjoyment and gives them something to look forward to each week.</p>
5.30pm	Start to tidy up
6.00pm	End of Session

Clever Clogs Opening Times & Fees:

Breakfast Club A 7.30am – 9.00am (mon - fri)	£5.00
Breakfast Club B 8.00am – 9.00am (mon - fri)	£3.50
Morning Session 9.00am – 11.30am (mon - fri)	£8.50
Lunch 11.30 – 12.30pm (mon - fri)	£3.50
Afternoon Session 12.30pm – 3.00pm (mon - fri)	£8.50
After-School Club A 3.30pm – 5.00pm (mon - fri)	£6.00
After-School Club B 3.30pm – 6.00pm (mon - fri)	£9.00

We will try our hardest to accommodate the times that are suited to each individual families needs.

Late Collection – A charge of £5 per 15 mins will be added to your bill for late collection. Please ring to inform if you are going to be late.

Prices are correct at time of printing but from time to time they will be reviewed.

Exclusion Procedure for Illness/Communicable Disease

Disease/Illness	Minimal Exclusion Period
Chickenpox	7 Days from appearance of rash
Conjunctivitis	Kept at home for 2 days; thereafter until eyes have stopped watering
Diarrhoea	72 Hours
Gastroenteritis	Until authorised by Doctor
German Measles (Rubella)	4 days from appearance of the rash
Head lice	Until appropriate treatment has been given
Impetigo	Until the skin has healed
Measles	7 days from appearance of the rash
Mumps	Until the swelling has subsided and in no case less than 7 days from onset of illness

Further information on communicable diseases is available on request. If in doubt, please speak to a member of staff.

Contact details for Clever Clogs:

Clever Clogs
Howdale Community Centre
Howdale Road
Downham Market
Norfolk
PE38 9AH

TEL: 01366 383337

MOB: 07894237341

e-mail: cleverclogs.downhammarket@google.com

www.clever-clogs.org

Meet the Team:



Debbie Tasker
Manager
(NVQ Level 3)



Lisa Webb
Manager
(NVQ Level 3)



Marie Mills
Nursery Assistant
(NVQ Level 4)

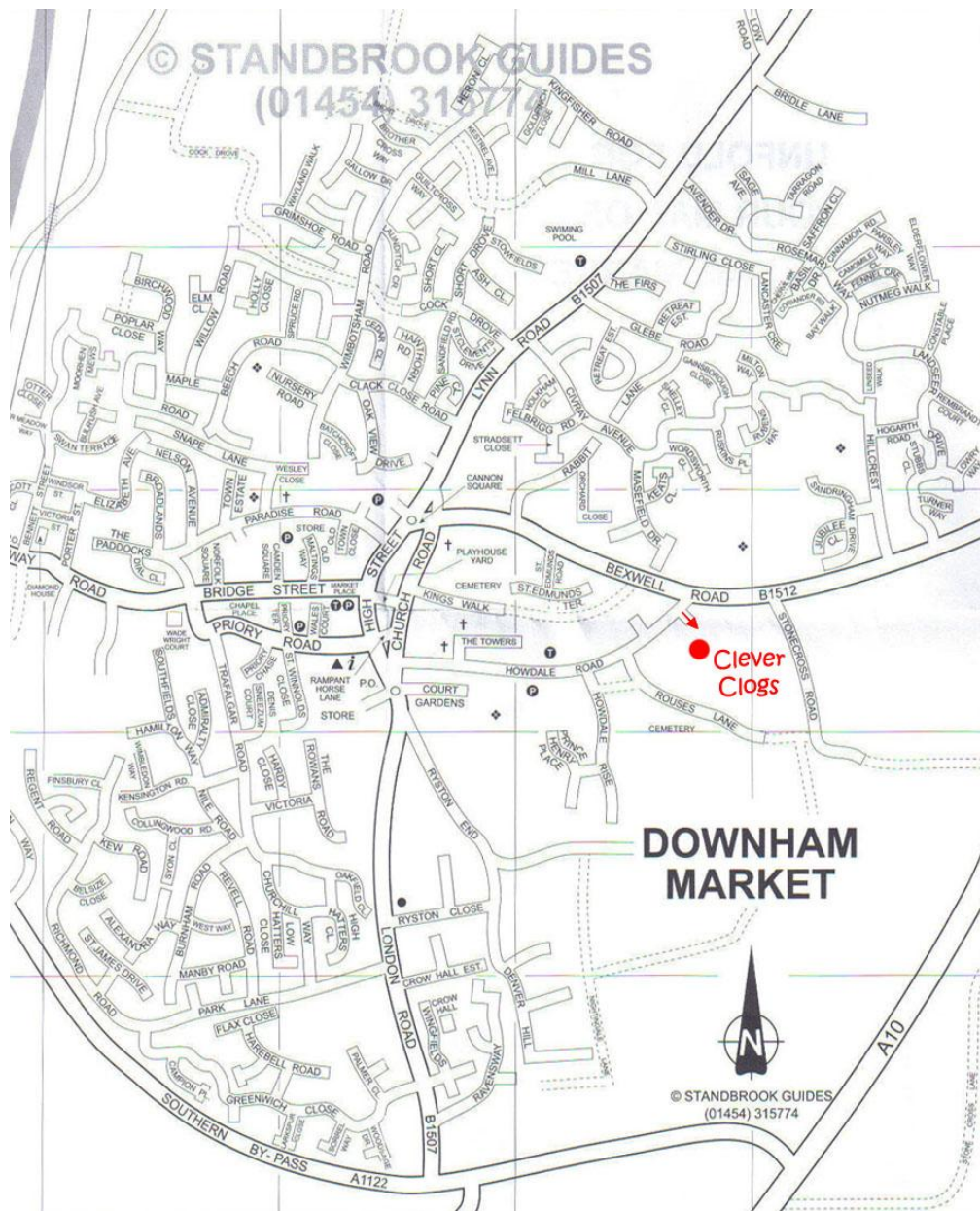


Josie Bell
Deputy Manager
(NNEB Diploma)



Jessica Bridge
Deputy Manager
(NVQ Level 3)

How to Find Us



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Howdale Community Centre, Downham Market, Norfolk, PE38 9AH
Daytime Tel (01366) 383337

From the A10 Roundabout, head towards Downham Market Town centre.
Travel along Bexwell Road until you see the High School entrance on your right. Turn left into Howdale Road and turn left again immediately. We are in the Howdale Community Centre building at the end of the road. Plenty of Car Parking Space available.