



Castle Kindergarten

Albany Village Primary School, Crossgill, Washington, Tyne & Wear
NE37 1UA

Information for Parents & Carers



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Castle Kindergarten Ltd

Registered Office: Hylton Castle Primary School, Caithness Road, Sunderland SR5 3RE
Company Reg No.: 10009178 Registered in England and Wales

Welcome

Thank you for requesting our information booklet. We are very pleased to present you with information on how our kindergarten is organised and a summary of the philosophy that underpins how we care for and educate children. We hope the information is a useful introduction to Castle Kindergarten.

Our vision and values

Castle Kindergarten has a clear vision for children's learning and development that is best described by Rich, Casanova, Dixon, Drummond, Durant and Myer in their book '**First-hand experience - what matters to children**' written in 2005.

What matters to children:

What is in the world
who is in the world
touching and tasting the world
knowing the world
making sense of the world
exploring how things work
moving about in the world
acting on the world and making a mark upon it
being engaged with authentic purposes
being with friends
being in different kinds of places
making collections
having a sense of big belonging
making my own world map and my own moral map
finding out what the world is made of
being in the world of living things
understanding how the world works
finding out how to keep safe in the world

Our kindergarten environment provides lots of opportunities for children to explore, discover, wonder, imagine and create! You will find more detail about the kindergarten curriculum in our separate booklet "Our Curriculum".

We also strongly believe that all children have the right to enjoy being outdoors experiencing interesting, stimulating environments and that, when supported by keen, well-informed adults they will thrive by having opportunities to play and learn in the outdoors.

We have adopted the core principles of Learning through Landscapes Vision and Values for Outdoor Play:

Young children should be outdoors as much as indoors and need a well-designed, well organised, integrated indoor-outdoor environment, preferably with indoors and outdoors available simultaneously.

Play is the most important activity for young children outside.

Outdoor provision can, and must, offer young children experiences which have a lot of meaning to them and are led by the child.

Young children need all the adults around them to understand why outdoor play provision is essential for them and adults who are committed and able to make its potential available to them.

The outdoor space and curriculum must harness the special nature of the outdoors, to offer children what the indoors cannot. This should be the focus for outdoor provision, complementing and extending provision indoors.

Outdoors should be a dynamic, flexible and versatile place where children can choose, create, change and be in charge of their play environment.

Young children must have a rich outdoor environment full of irresistible stimuli, contexts for play, exploration and talk, plenty of real experiences and contact with the natural world and with the community.

Young children should have long periods of time outside. They need to know that they can be outside every day when they want to and that they can develop their ideas for play over time

Young children need challenge and risk within a framework of security and safety. The outdoor environment lends itself to offering challenge, helping children learn how to be safe and to be aware of others.

Outdoor provision must support inclusion and meet the needs of individuals, offering a diverse range of play-based experiences. Young children should participate in decisions and actions affecting their outdoor play.

What you can expect from us

We are committed to providing high quality, affordable, child-centred care with high quality learning opportunities for every child attending our kindergarten, within in a safe, secure, caring and happy environment. We will:

- ensure the health, safety and emotional wellbeing of every child in our care always
- create a relaxed and happy environment where children are at ease with themselves
- provide opportunities for developmentally appropriate play for the different age groups and allow children to make choices and to direct play and learning at their own pace
- provide opportunities for children to explore and understand the wider world, have a positive image of themselves and we will promote respect for different cultural and social backgrounds
- provide an environment in which children's voices are listened to, their views and opinions are valued and respected and their needs and concerns are responded to appropriately and sensitively
- provide an ethos of support and nurture, where curiosity is encouraged and where making mistakes is part of the learning process. All children will be challenged and stretched and will be allowed time, space and resources to discover their passions and talents

Please take some time to read this information booklet, which will hopefully answer many of your questions about our kindergarten. Should you decide to register with us you will then receive further detailed information in the form of a kindergarten handbook and copies of some essential policies. We hope that your child will find his/her kindergarten experience an enjoyable one and we would be more than happy to discuss any aspect of their care and development further with you to enable us to best meet their individual needs

Safeguarding Children

We do our utmost to ensure all children are protected from abuse and harm, and to promote their right to be strong, resilient and listened to. Castle Kindergarten is committed to responding promptly and appropriately to all incidents or concerns of abuse and to work with the statutory agencies. We follow the Local Safeguarding Children's Board's process for referrals. These will be recorded in accordance with our child protection procedures.

Our Safeguarding and Child Protection policies are on our Notice Board, in our Visitors Log signing in book, on our website and they are freely available on request in the nursery.

The Leadership Board

Castle Kindergarten at Albany Village Primary School is provided by Castle Kindergarten Ltd whose directors Kay Rooks and Sue Morgan have extensive experience in the education sector. We have a Leadership Board that is comprised of senior kindergarten staff, parents/carers and a member of staff from the primary school with whom we work very closely. Our Notice Board has names and contact details of each member.

Staffing

Our kindergarten is staffed by a Manager, a Deputy Manager, Early Years Practitioners and Childcare Apprentices. To offer the best care for your child we believe it is vital for us to have the very best staff. We reward our staff well and offer them good working conditions. When we select staff we look carefully at our team as a whole to ensure that we achieve a good balance of skills, qualifications, experience, interests and specialisms. All our qualified staff hold current certificates in Paediatric First Aid, Food Hygiene and Safeguarding and we encourage them all to take up training that is relevant to their development as child care professionals. We access a bank of staff to cover for staff holidays and sickness.

We adhere to the adult to child ratios laid down in the Early Years Foundation Stage 2017.

1 : 3 for children under 2 years old 1 : 4 for children aged between 2 and 3 years
1 : 8 for children aged between 3 - 5 years old

Our staff have designated roles which are displayed on our Notice Board. If you have a query or concern at any time, please speak to a member of staff at the kindergarten when you collect your child. If you prefer to arrange a more convenient time for a meeting please contact the Kindergarten Manager.

Booking

All parents/carers must complete our **Registration & Contract Form** in full before a child can be accepted at the kindergarten. **Registration & Contract Forms** can be obtained from the kindergarten office, by download from our website www.castlekindergarten.org.uk or by email admin@castlekindergarten.org.uk

We will also ask you to complete a Booking Form for your child so that we have a record of his/her planned attendance.

Payments

Payment must be made by cash or cheque termly, monthly or by the end of the week for attendance the following week. Payments can also be made directly to our bank account by bank transfer. If you would like to pay in this way please contact us for our bank details.

Our settling in procedure

We attach huge importance to settling your child into nursery and once we receive the completed registration form, we will send you a Welcome Pack. The Pack contains our Parent/Carer Handbook with more information about how we can help your child to settle in. Settling in visits are usually around one hour long and are a valuable time for your child's relationship with their Key Person to begin to develop.

Collection

Children will only be allowed to leave the kindergarten with either parents/carers or, with persons of at least 16 years of age authorised by you on the Registration & Contract Form.

If there are any legal procedures in place for your child please inform the Kindergarten Manager as soon as possible as kindergarten procedures cannot be put into place without accurate information and a copy of the relevant documents.

Policies and Procedures

Our Policies and Procedures are available for you to view any time at the kindergarten. They can also be viewed online at our website www.castlekindergarten.org.uk

Equal Opportunities

Our staff team actively promotes equality of opportunity and anti -discriminatory practice for all children and adults. We support racial, gender and physical equality positively and we nurture an understanding of cross-cultural perspectives and values. We try to ensure that the specific needs of all children are met and that whilst children are at the kindergarten they are presented with positive images of people from all walks of life.

Special Needs

Our philosophy is that children with differing needs have a right to develop to their potential alongside other children.

Allergies, Dietary Requirements & Medication

If your child has any allergies, dietary requirements or needs to take medication, please provide this information on their **Registration & Contract Form** (and if necessary additionally on a **Medical Form**) and discuss it in more detail with the Kindergarten Manager if necessary.

Food & Drink

We aim to provide a range of healthy food and drinks and we make snack time a social time delivered in a calm and friendly setting. We provide healthy nutritious food including fresh fruit and vegetables. We use fresh ingredients and follow statutory standards regarding the provision of food to young children and we will record and act on information given to us by parents/carers about a child's individual dietary requirements and preferences. Fresh drinking water is available at all times.

Expected Behaviour

In order to deliver a quality service it is important that children who behave in an unacceptable manner do not disrupt other children. At no time will misbehaviour, bullying or physical or verbal aggression towards other children or staff be allowed. We will not tolerate personal abuse towards anyone. Positive behaviour will be encouraged and praised always.

Clothing

It is advisable that children's clothing is easy to manage as we will help them to become independent in putting it on and taking it off. Clothing should be warm in winter and should offer protection from the sun in summer. As there are regular opportunities for children to go outdoors when daylight hours and weather permit, it would be advisable for children to have outer clothing that will keep them warm and dry. Additionally, we will provide a range of all in one suits, salopettes and jackets for children to use during the day.

Photographs

We often take photographs of the children taking part in activities. These photographs are put in our album to share with each other, used as evidence of our good practice for quality assurance and may be used for display or advertising purposes. If you do not wish your child's photograph to be taken or to be included in any of the above please tick the relevant boxes on your child's Registration & Contract Form.

Comments & Compliments

We will appreciate your comments & compliments as we will always strive to provide the best possible service for families. Feedback forms will be available at the kindergarten

Complaints

Should you be unhappy with any aspect of our service then please speak to the Kindergarten Manager in the first instance, who will endeavour to resolve your complaint. Our full complaints procedure is displayed on our notice board.

Funded Places

If your child is 2 years old and your family qualifies, your child could be entitled to 15 hours of free childcare a week for 38 weeks. At Castle Kindergarten the 15 hours a week can be stretched over more than 38 weeks if you wish.

In the term following your child's 3rd birthday your child becomes eligible for 15 hours of free childcare a week for 38 weeks. At Castle Kindergarten the 15 hours per week can be stretched over more than 38 weeks if you wish.

From September 2017, some working parents will be entitled to an extra 15 hours early education or childcare for their 3 and 4 year old child. If eligible your child can have 30 hours instead of the usual 15 hours over 38 weeks per year. Eligibility will start the term after your child's third birthday as with the universal entitlement. The 30 hours per week can be stretched over more than 38 weeks if you wish.

The government has recently launched a new website for parents - ***Childcare Choices*** - which sets out all current and upcoming Government childcare offers and support available to parents, including the Tax-Free Childcare scheme and 30 hours, the 15 free hours, tax credits, Universal Credit and childcare vouchers. www.childcarechoices.gov.uk

Please contact us for information about how to make arrangements for a funded place.

Fees

| SESSION <small>A minimum of two sessions a week is required</small> | TIME | Under 2s | Over 2s |
|---|---------------------------------------|-----------------|----------------|
| Morning | 7.30am to 12.30pm | £25.00 | £23.00 |
| Afternoon | 1.00pm to 5.45pm | £25.00 | £23.00 |
| Five half days | 7.30am to 12.30pm or 1.00pm to 5.45pm | £125.00 | £115.00 |
| Full Day | 7.30pm to 5.45pm | £39.00 | £37.00 |
| Full week | 7.30pm to 5.45pm | £179.00 | £169.00 |
| Additional hours | | £6.00 | £6.00 |
| Late Fee | | £6.00 | £6.00 |
| Over 4s | | | |
| Hourly rate after/before | Each hour up to 5.45pm | | £6.00 |
| Summer Holiday Club am | 7.30am to 12.30pm | | £15.00 |
| Summer Holiday Club pm | 1.00pm to 5.45pm | | £15.00 |
| Summer Holiday Club day | 8.00am to 5.45pm | | £25.00 |